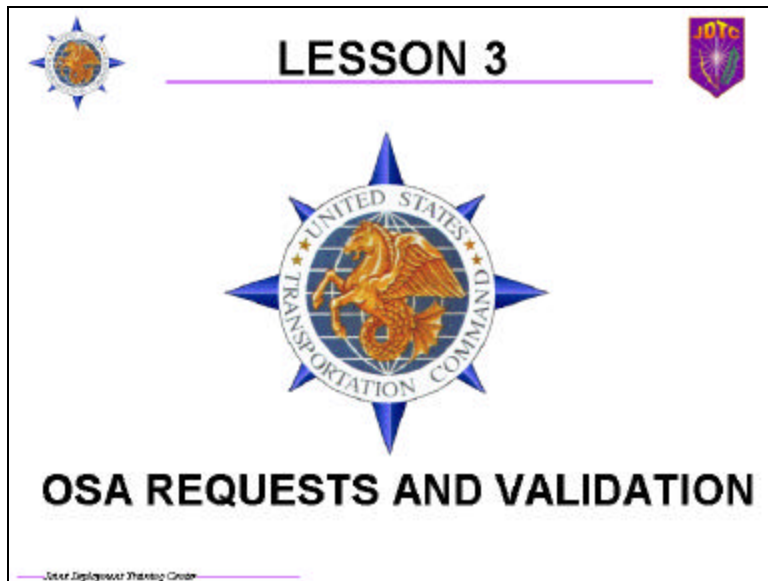


LESSON 3. OSA REQUESTS AND VALIDATION

Setup. To accomplish this lesson, you need to be connected to JALIS and have a blank DD Form 2768, Military Air Passenger/Cargo Request Form.



Slide 3-1. OSA Requests and Validation

Terminal Learning Objective:

Given an operational JALIS environment, instructor guidance, and lesson materials, complete the DD Form 2768 (Military Air Passenger/Cargo Request Form) and enter the request into JALIS.

Enabling Learning Objectives:

1. Given instruction, a blank DD FORM 2768, Military Air Passenger/Cargo Request Form, and data elements needed to define the requirements, complete a request form.
2. Given JALIS and a completed Military Air Passenger/Cargo Request Form, determine the correct flying time for a specific type of aircraft over a specific route.
3. Given instruction, an operating JALIS system, and a completed Military Air Passenger/Cargo Request Form, confirm passengers are in the JALIS database, and enter an additional passenger into JALIS.
4. Given instruction, an operating JALIS system, and a completed Military Air Passenger/Cargo Request form, enter an OSA request into JALIS.
5. Given instruction, an operating JALIS system, and a completed request, cancel the request in JALIS.
6. Given each Service's OSA validation policies and procedures, recognize the actions necessary to validate an OSA airlift request to the JOSAC.
7. Given instruction, review the functions and responsibilities of the requester/validator.

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LESSON 3. OSA REQUESTS AND VALIDATION

Terminal Learning Objective:

Given an operational JALIS environment, instructor guidance, and lesson materials, complete the DD Form 2768 (Military Air Passenger/Cargo Request Form) and enter the request into JALIS.

A presentation slide titled "We will cover..." with a blue star logo on the left and a purple shield logo on the right. The slide lists three bullet points: "• DD Form 2768, Military Air Passenger/Cargo Request Form", "• Entering An Airlift Request in JALIS", and "• Airlift Request Validation Procedures". At the bottom left, there is a small text line: "JALIS Deployment Planning Center".

- DD Form 2768, Military Air Passenger/Cargo Request Form
- Entering An Airlift Request in JALIS
- Airlift Request Validation Procedures

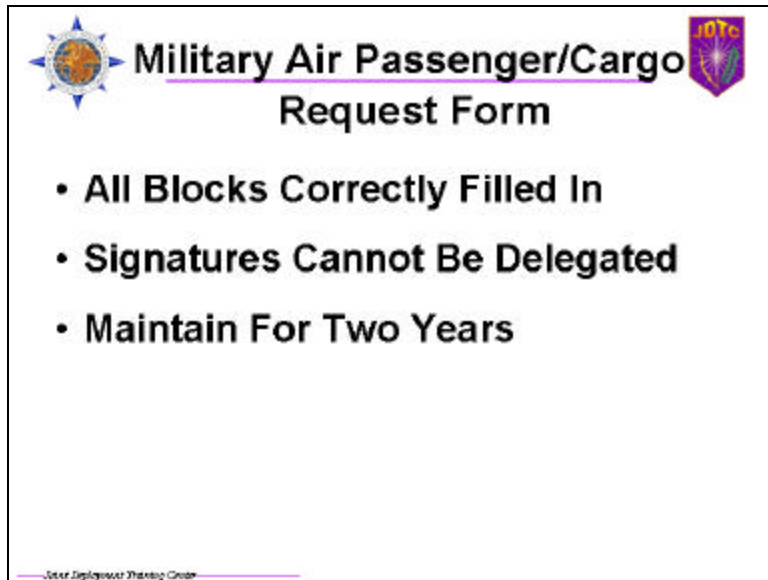
Slide 3-2. We will cover...

Lesson Overview. Today you will review and perform the four fundamental functions of JALIS airlift requesters/validators: (1) querying/adding to the passenger database, (2) inputting/modifying/canceling an airlift request, (3) entering cargo and passenger data, and (4) reviewing an airlift request. You will close with a review of OSA validation procedures and Service validator structures.

Transition. You were recently introduced to JALIS capabilities, limitations, and navigation. You might be tempted to head straight into JALIS and enter your request. However, there are several things you must do before you are ready to input the request into JALIS. This lesson provides a checklist of the basic steps necessary to get the request from the traveler's comment that he or she has to go somewhere to the formal request for airlift in the JALIS system. The first step is to complete a Military Air Passenger/Cargo Request Form, and enter the data from that form into JALIS.

OBJECTIVE 3-1. Given instruction, a blank DD FORM 2768, Military Air Passenger/Cargo Request Form, and data elements needed to define the requirements, complete a request form.

Requirement. You are the Executive Officer to ADM John N. Smith, Commander of the Atlantic Fleet, Norfolk Navy Base, Virginia. As the Executive Officer, you are responsible for requesting and arranging OSA support for your boss, a four-star Admiral. Your current task is to send your boss, his two JALIS instructors (Laura West, a GS15, and Scott Miller, a GS5), and five pounds of cargo (NORM mail), from Naval Air Station (NAS) Norfolk to NAS New Orleans to conduct mission essential JALIS training. The Admiral would like to leave at 1300Z, but no earlier than (NET) 1100Z and he would like to arrive in New Orleans at 1600Z, but NLT 2000Z. The dimensions of the cargo are 12X12X12 inches. Complete a DD FORM 2768, Military Air Passenger/Cargo Request Form.



The slide features a title "Military Air Passenger/Cargo Request Form" with a blue star icon on the left and a purple shield icon on the right. Below the title is a bulleted list of three requirements. At the bottom left, there is a small text line "Joint Deployment Training Center".

Military Air Passenger/Cargo Request Form

- All Blocks Correctly Filled In
- Signatures Cannot Be Delegated
- Maintain For Two Years

Joint Deployment Training Center

Slide 3-3. Military Air Passenger/Cargo Request Form

I. **Military Air Passenger/Cargo Request Form.** The next portion of this lesson will follow each block of the DD Form 2768, Military Air Passenger/Cargo Request Form (Figures 3-1 and 3-2). This is the DoD prescribed form for requesting OSA support. Using this form as an outline will help explain the importance of the form and the required entries.

MILITARY AIR PASSENGER/CARGO REQUEST				
<i>NOTE: Keep this data on file for two years after submission date.</i>				
1. SELECT APPLICABLE TRAVEL STATEMENT:				
	PRIORITY 1	Direct support of operational forces engaged in combat <u>or</u> contingency peace-keeping operations directed NCA, <u>or</u> for emergency lifesaving purposes.		
	PRIORITY 2	"Required use" travel <u>or</u> compelling operational considerations making commercial transportation unacceptable (within 24 hours). Mission cannot be satisfied by any other mode of travel. Requester should provide a 2-hour window for departure and arrival times to allow consolidation of missions per DoD Directive 4500.43.		
	PRIORITY 3	Official business travel which when consolidated by JOSA/C with other travelers, is more cost effective than commercial air travel or official business travel on previously scheduled missions. Requester must provide at least a 2-hour window for departure and arrival times to allow consolidation of missions per DoD Directive 4500.43.		
2. PURPOSE OF TRAVEL				
a. PUJC CODE	b. COMPLETE MISSION DESCRIPTION			
3. TOTAL NUMBER OF PAX	c. PRIORITY 2 COMPELLING CONSIDERATIONS AND REASON COMMERCIAL TRAVEL UNACCEPTABLE			
4. SENIOR TRAVELER				
a. NAME (Last, First, Middle Initial)	b. GRADE/DV CODE	c. DUTY TITLE	d. BRANCH OF SERVICE	
5. ADDITIONAL PASSENGERS (Note: Required only for DV 7 or higher)				
a. NAME (Last, First, Middle Initial)	b. GRADE/DV CODE	c. DUTY TITLE	d. BRANCH OF SERVICE	
6. DESIRED FLIGHT ITINERARY				
	a. DEPARTURE ICAO	b. DEPART DATE/TIME (Zy/MO/YR (+/- 2 hrs) (Example: 25/1200 DEC 98 (1400))	c. ARRIVAL ICAO	d. ARRIVE DATE/TIME (Zy/MO/YR (+/- 2 hrs) (Example: 25/1200 DEC 98 (1400))
(1) LEG 1				
(2) LEG 2				
(3) LEG 3				
7. COST OF COMMERCIAL TRAVEL (Transportation, additional per diem, food time, etc.)				
a. LEG 1	b. LEG 2	c. LEG 3	d. TIMES NO. OF PASSENGERS	e. EQUALS TOTAL COST
8. CARGO TRANSPORTATION (Cargo acceptors and handlers are required at destination airfield.)				
a. CARGO DESCRIPTION				
b. LARGEST ITEM DIMENSIONS				
c. HEAVIEST ITEM DIMENSIONS/WEIGHT				
c. TOTAL WEIGHT				
d. TOTAL CUBIC FEET				
e. SPECIAL HANDLING REQUIREMENTS (Explain)				

DD FORM 2768, MAR 1998 (EG)

Designed using Riform Pro, WHS/DICR, Mar 98

Figure 3-1. Sample DD Form 2768 (Front)

9. POINT OF CONTACT <i>(Must be able to contact traveler(s) before departure and after arrival in case of delay(s) or cancellation(s))</i>			
	a. NAME <i>(Last, First, Middle Initial)</i>	b. GRADE	c. DUTY PHONE <i>(DSN/Commercial)</i>
(1) DEPARTURE			
(2) ARRIVAL			
10. NON-DV PASSENGERS			
	a. NAME <i>(Last, First, Middle Initial)</i>	b. GRADE	c. DUTY TITLE
			d. BRANCH OF SERVICE
11. REMARKS/ADDITIONAL COMMENTS			
12. REQUESTER			
	a. NAME <i>(Last, First, Middle Initial)</i>	b. GRADE	c. DUTY TITLE
			d. OFFICE SYMBOL
e. DUTY TELEPHONE <i>(DSN/Commercial)</i>	f. SIGNATURE		g. DATE
h. PLAIN LANGUAGE ADDRESS (PLAD)			
13. TRAVEL AUTHORIZING OFFICIAL <i>(As appointed by Service)</i>			
	a. NAME <i>(Last, First, Middle Initial)</i>	b. GRADE	c. DUTY TITLE
			d. OFFICE SYMBOL
e. DUTY TELEPHONE <i>(DSN/Commercial)</i>	f. SIGNATURE		g. DATE
14. SENIOR TRAVELING PASSENGER <i>(Signature may not be delegated)</i>			
	a. NAME <i>(Last, First, Middle Initial)</i>	b. GRADE	c. DUTY TITLE
			d. OFFICE SYMBOL
e. DUTY TELEPHONE <i>(DSN/Commercial)</i>	f. SIGNATURE		g. DATE

DD FORM 2768 (BACK), MAR 1998

Figure 3-2. Sample of Form 2768 (Back)

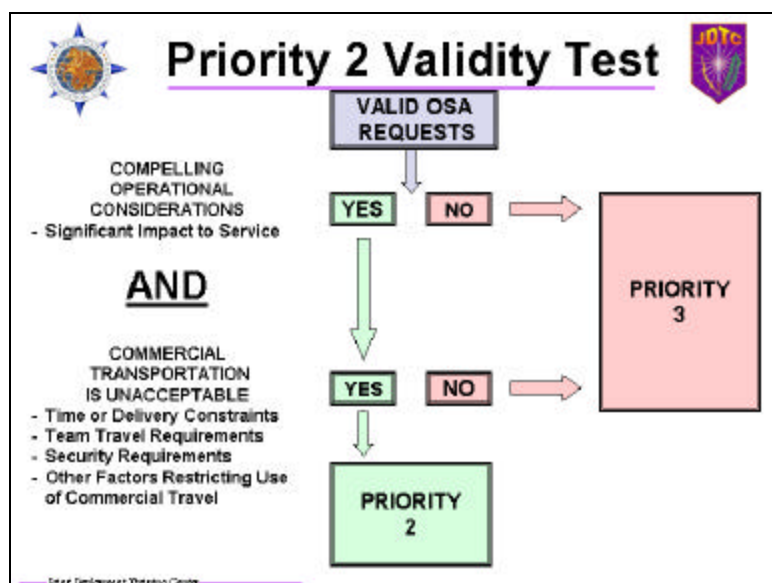
A. Select Applicable Travel Statement Section. There are three priority statements in this section. The requester must select one of the statements before submitting the travel request to the authorizing official for a signature.

1. **Priority 1.** Priority 1 is direct support of operational forces engaged in combat or contingency peacekeeping operations directed by the President of the United States (POTUS) and the SECDEF, or for emergency lifesaving purposes.

2. **Priority 2.** Priority 2 is required use travel or compelling operational considerations that make commercial transportation unacceptable. The mission cannot be satisfied by any other mode of travel. To meet the non-required use Priority 2 requirement the request must meet two criteria.

a. The first is a compelling operational consideration (such as a significant policy meeting, a required site visit/inspection, repair of a critical piece of equipment, etc.). In general, routine meetings, scheduled training courses, dinners, and speaking engagements are not compelling operational considerations. Some keynote speaking engagements could be considered Priority 2. If the meeting or engagement is dependent upon the passenger, it may be a Priority 2.

b. The second is when commercial travel is unacceptable. Per directives, this could be due to time constraints, team travel, or security requirements. Senior flag officers can often justify Priority 2 (with the concurrence of their authorizing officials) due to their demanding and often inflexible schedules. If team travel is used, validators must specify the total number of passengers.



Slide 3-4. Priority 2 Validity Test

3. **Priority 3.** Priority 3 is official business travel that is validated to be more cost effective than commercial air or official business permitting space available travel on scheduled missions of higher priority.

B. Purpose of Travel Section. This section consists of four blocks to provide and justify the mission priority. The PUJC block is filled in by the validator and will be discussed later in the lesson.

1. **Complete Mission Description Block.** This block is the responsibility of the requester and must be completed before forwarding the request to the next level. Requesters are required to give full mission descriptions, which the validator uses to determine the PUJC code. Attending conference or returning from TDY are NOT full mission descriptions. Normally ONE full sentence explaining the purpose of the travel is the MINIMUM acceptable. Avoid the use of Service acronyms or abbreviations.

Note. A full mission description will be entered in the Remark Text Block of the JALIS Airlift Request. Requests without this requirement will be returned to the validator with a regret code of Z (Other remarks required).

2. **Total Number of Pax Block.** The total number of passengers includes ALL passengers (senior traveler from block 4, additional passengers (DVs) from block 5, and non-DV passengers from block 10). This is the number of seats required for the passengers. This number needs to be accurate to prevent inefficient use or overbooking of the aircraft and to avoid the perception of misuse or abuse.

3. **Priority 2 Compelling Considerations and Reason Commercial Travel Unacceptable Block.** State the impact this requirement has on your respective unit or Service (JOSAC will no longer accept the remarks meeting or conference with no other information) and why commercial travel is unacceptable within a 24-hour window. All Priority 2 requests (except for required-use passengers) shall answer the following three questions: 1) What is the compelling operational requirement? 2) Why is commercial transportation unacceptable within a 24-hour period? 3) What is the estimated commercial air cost of this request?

C. **Senior Traveler Section.** The Senior Traveler section is the next item to be filled out. The Senior Traveler's name (consisting of last name, first name, and middle initial), grade/DV code, duty title, and Branch of Service are required. The senior traveler must be manifested on the JALIS Airlift Request.

D. **Additional Passengers Section.** If there are additional DV7 or higher passengers (O-6 and above or GS15 and above), the same information (as required in the Senior Traveler Section) is required on the form for each of these passengers. This is necessary because all DV7 or higher passengers must be manifested in the JALIS Airlift Request. List the additional passengers in rank order. Use the Remarks section of the DD Form 2768 if you have more than three additional DV passengers to list. Ideally, all the passengers would be manifested in JALIS, but as a minimum you must manifest all DVs and the senior traveler if there are no DVs on the request.

E. **Desired Flight Itinerary Section.** The Desired Flight Itinerary section must contain the departure ICAO code, a depart date/time (in ZULU format)/month, year, arrival ICAO code, and an arrive date/time (in ZULU format)/month/year for each leg of the itinerary. If the ICAO code is not known, fill in the entire name of the departure/arrival location. Unless this is a continuous mission for the same group of travelers, separate requests should be submitted for each segment.

1. You and JOSAC need a window within which to transport the pax and/or cargo. All requests will provide a minimum of a two hour window for either the departure or the arrival times. The two hour window is required by DoD Directive 4500.43 to give the scheduler "sufficient flexibility to permit efficient use of aircraft" (e.g., ability to combine missions cost effectively and save taxpayer money). A window of two hours or more for both the departure and arrival times will increase your chances of being supported.

2. When entering the times on the form you should realize that they must be entered into JALIS in chronological sequence. If the desired time on the DD Form 2768 is earlier than the time you put in parentheses, the desired time will actually go into JALIS as the earliest departure time. Likewise, the time you put in parentheses as a latest departure time will go into JALIS as the desired departure time. In this situation it is advisable to explain in the remarks section what the desired departure time really is so the scheduler will know what you really want. The same situation would be true for the arrival times.

3. When the JOSAC schedulers build the schedule, they normally consider the JALIS desired departure and arrival times as their target. You should allow enough time between the two desired times to fly the route. Do not try to get around providing the required window by taking the window out of the flying time. This severely limits the schedulers' flexibility and reduces your chances of getting support.

Note. Requests without the required two hour window will be returned to the validator with a regret code of Z (Other remarks required).

F. Cost of Commercial Travel Section. Cost of Commercial Travel is only required if travel is Priority 3 or non-required-use Priority 2. If required, this section must contain the cost for each leg, the number of passengers, and a total cost. The requester may have to refer to the Joint Travel Regulation (JTR) or call their Service transportation specialist to get this information.

G. Cargo Transportation Section. If the request includes cargo, the Cargo Transportation section must contain a cargo description, dimensions and weight of each piece, indication of largest and heaviest piece, total weight, total cubic foot measurement, and any other unique requirements, such as class of hazardous cargo, palletized vice soft-packed, etc. There is an area to explain any special handling requirements.

H. Point of Contact Section. The Point of Contact section must contain the name, grade, duty telephone number, and after duty hours telephone number for both the arrival and departure coordinators. This is required in case there is a change or cancellation. Failure to supply accurate 24-hour contact numbers may result in mission cancellation. The departure point of contact should be different from the arrival point of contact, and neither shall be a passenger on the flight. The JALIS Airlift Request has been modified to include an optional field for the email addresses of the Points of Contact. This provides another option for JOSAC to contact someone in the event of a change. The DD Form 2768 does not have a space for the email addresses, but you can enter them in the Remarks section of the DD Form 2768.

I. Non-DV Passengers Section. If there are non-DV passengers, the name, grade, duty title, and branch of service are required on the form. This is necessary because non-DV passengers may be required to be manifested in JALIS, depending on direction from your Service. Ideally, all the passengers would be manifested in JALIS, but as a minimum you must manifest all DVs and the senior traveler if there are no DVs on the request.

J. Remarks/Additional Comments Section. If there are any other comments (e.g., special pick up procedures), they would be entered in this section. If there are more than three DV or non-DV passengers, their information can be entered here.

1. JOSAC has published guidance on required remarks based on the priority of the request. Table 3-1 is a list of required remarks.

Table 3-1. Required Remarks

REQUIRED REMARKS	
Priority	Required Remarks
Priority 1	Purpose of travel is to...
Priority 2 - required-use travelers	Purpose of travel is to... Traveler is directed by SECDEF to use OSA.
Priority 2 - non- required-use travelers	Purpose of travel is to... The compelling operational considerations are... The commercial air schedule was checked and found unacceptable in this 24 hour window because... The commercial air cost to this destination is...
Priority 3	Purpose of travel is to... The commercial air cost to this destination is...

2. In addition to the required remarks outlined above, the nature of your request may require you to provide additional remarks. Examples of additional types of remarks are provided in Table 3-2. This list is representative, not all-inclusive.

Table 3-2. Additional Remarks

ADDITIONAL REMARKS AS THE SITUATION DICTATES
Additional passengers.
Any special needs of the passengers.
Any special handling requirements of the cargo, to include signature service or materials handling equipment.
Explanation/justification for windows of less than two hours.
Desired pick-up and drop-off points at airfields.
Comment that this request is in conjunction with other requests for continuation or return legs.
Unclassified exercise names.
Unclassified operations the request is supporting.
Anything that makes this request other than the norm.
Note. This is your best opportunity to tell the scheduler exactly what it is you want. Do not skimp on the comments. More is normally better than less.

3. Since you can list more than one leg on an itinerary and each request is evaluated by JOSAC on its own merits, you should list the PUJC, required remarks, and any differences for each leg in the Remarks/Additional Comments section.

4. Approval authority for non-DoD passengers must be identified in this section. Appropriate approval authority may be found in DoD Regulation 4515.13R.

5. If the traveler is non-DoD, include a statement as to whether movement is to be reimbursable or not. If it is reimbursable, show the appropriation or account chargeable, or the name and address of the organization or individual responsible for reimbursement on a direct billing basis IAW DoD Regulation 4515.13R.

K. Requester Section. The Requester section must contain the name, grade, duty title, office symbol, duty telephone number, signature of the requester, and date. Since AUTODIN messages are no longer used and the e-mail address is an optional field on the JALIS Airlift Request, it might be beneficial to include the Requester's e-mail address in this section, vice the Plain Language Address (PLAD).

L. Travel Authorizing Official Section. The Travel Authorizing Official section must contain the name, grade, duty title, office symbol, duty telephone number, and signature of the Service appointed official authorizing the request, as well as the date of the request. This information will be included in the JALIS Airlift Request.

Note. The Army has multiple authorizing agents who are not validators. In the other Services, the authorizer can be the validator. Senior federal travelers require a superior to authorize their travel. Designated four-star Flag Officers are their own authorizing officials, since they are directed by the SECDEF to travel via OSA aircraft.

M. Senior Traveling Passenger Section. The Senior Traveling Passenger section must contain the name, grade, duty title, office symbol, duty telephone number, signature of the senior traveler, and date. The person listed as the Senior Traveler must sign this section. The signature cannot be delegated.

Transition. Now that the form is complete, it is time to change hats from the requester to the validator. The validator fills in the PUJC field, block 2a on the DD Form 2768. Assigning the PUJC is part of validating the request. The PUJC code consists of four distinct codes: 1) Priority, 2) Urgency, 3) Justification, and 4) Category. JOSAC uses the priority and urgency codes to determine the relative priority of the request for scheduling. The justification and category codes are used more for tracking and reporting purposes.

Requirement. As the validator for the Commander, Atlantic Fleet, you have just received the properly completed DD Form 2768. Your first task is to assign the PUJC code to the request.

N. PUJC Codes. Tables 3-3, 3-4, 3-6, and 3-7 are used to determine the PUJC codes based on the Purpose of Travel. For this requirement, it is a Priority 2 (required use by a designated four star Flag Officer), the Urgency code might be 4 (based on the comment it is "to conduct mission essential JALIS training"). The Justification and Category codes would be P (training) and W (readiness training). You may not see it as a "24PW", but you (as the validator), need to be comfortable explaining your rationale to an auditor or JOSAC.

1. **Priority Codes.** Table 3-3 contains the priority codes used in the first position of the PUJC code. They coincide with the applicable travel statement block from paragraph A.

Table 3-3. Priority Codes

PRIORITY CODES	
Priority	Definition
1 (Emergency)	Airlift in direct support of operational forces engaged in combat, contingency, or peacekeeping operations directed by POTUS and SECDEF or for emergency lifesaving purposes.
2 (Required)	Required use airlift or airlift requirements with compelling operational considerations making commercial transportation unacceptable. Mission cannot be satisfied by any other mode of travel.
3 (Cost Effective/ Space Available)	Official business airlift that is validated to be more cost effective than commercial air travel when supported by military aircraft or official business permitting space available travel on previously scheduled mission.

2. **Urgency Codes.** Table 3-4 contains the urgency codes used in the second position of the PUJC code. They are partly derived from the travel purpose in conjunction with the priority. There are no written rules that say there cannot be a Priority 3 and Urgency 1, but it would not make sense. As a validator, you may need to contact the requester if you need more explanation to determine the proper codes.

Table 3-4. Urgency Codes

URGENCY CODES	
Urgency	Definition
1 (Combat)	Airlift of personnel or materiel in direct support of, or alerted for, support of operational forces engaged in general war or national contingency operations.
2 (Lifesaving or Operational)	Airlift of personnel or materiel in direct support of lifesaving operations or operations by deployed forces or forces preparing for mobilization.
3 (Humanitarian)	Emergency airlift of personnel or materiel in support of authorized and urgent humanitarian purposes.
4 (Critical)	Airlift of personnel or materiel which, while not fulfilling a higher urgency, would critically impact the outcome of unit requirements if not immediately supported exactly as requested.

URGENCY CODES	
Urgency	Definition
5 (Priority)	Airlift of personnel or materiel not fulfilling a higher urgency, but which would have a serious impact on the outcome of unit requirements if not fulfilled. Changes or consolidation with other requests would not adversely affect the unit requirements.
6 (Routine or Other)	Airlift of personnel or materiel scheduled as part of an organization's routine requirements. Changes or consolidation would not affect unit requirements. This code also includes airlift of personnel or cargo qualified on a cost effective or space available basis, including authorized reserve component personnel traveling to or from active service or inactive duty training.

3. **Standard Priority and Urgency Codes.** Table 3-5 contains several frequently used priority and urgency codes.

Table 3-5. Standard Priority and Urgency Codes

STANDARD PRIORITY AND URGENCY CODES	
“PU”	Code Request Category
26	Inspection Teams (20 or more pax)
26	Service Exercises/Deployments
36	Conferences
36	Meetings
36	Ceremonies
36	Dinners, Speaking Engagements
36	Bands

Note. Deviation from these standard priority and urgency codes must be clearly documented in the Remarks Section of the request form. Bands must clearly identify the audience and occasion.

4. **Justification Codes.** Table 3-6 contains the justification codes used in the third position of the PUJC code. They are used more for tracking the request than prioritizing it.

Table 3-6. Justification Codes

JUSTIFICATION CODES			
Code	Description	Code	Description
A	Administrative	M	ROTC
B	Civil Works	N	Reserves
C	Recruiting	O	Joint Staff/OSD Staff Support
D	Medical Support	P	Training
E	Emergencies	Q	Materiel (Use Standard Cargo Codes in place of Category Code when using this Justification Code)
F	Fleet Support (General)	R	Maintenance
G	Special Weapons/Components Movement	S	Drug Enforcement/Task Force
H	Seabee Support	T	Mobilization/Demobilization
I	Special Warfare Unit Support	U	Vice Chairman for Special Air Missions (CVAM)
J	Research	V thru Y	(Unused)
K	Morale/Displaced Homeport Visit/USO Tours/R&R/etc.	Z	Other Support
L	Coast Guard Support		

5. **Category Codes.** Table 3-7 contains the category codes used in the fourth position of the PUJC code. Again, these are more for tracking and reporting than prioritizing.

Table 3-7. Category Codes

CATEGORY CODES			
Code	Description	Code	Description
A	Meetings/Conferences (Including Authorized Spouse Travel)	S	Exercise
B	Ceremonies	T	Unit Training (Active Units)
C	Goodwill/Foreign Dignitaries (Including Authorized Spouse Travel)	U	Unit Training (Reserve Components)
D	Inspections/Investigations/ Courts/Boards/Hearings/etc.	V	Test Flights
E	Legislative Affairs/Public Affairs	W	Readiness Training
F	Fleet Support (Deployed Unit at Sea)	X	Aviator Training
G	Fleet Support (Deployed Unit Ashore)	Y	Ferry Flight (Aircraft or Aircrew)
H	Fleet Support (Ship Load Out for Deployment)	Z	Other
I	Fleet Support (Ship Off Load from Redeployment)	1	Evacuation of Aircraft
J	Unit Deployment/Redeployment (Other than Ship)	2	Evacuation of Personnel
K	Fleet Support (Other)	3	Aeromedical Evacuation (MEDEVAC)
L	Educators/Military Academies	4	Other Evacuation
M	Performers/Bands/Choirs/Drill Teams/etc.	5	Search and Rescue
N	Research and Development	6	Medical Support (Organ/Tissue/Blood Transfers)
O	DoD Contractors/Technician Support	7	Graves Registration/Body Removal
P	Consultations and Appointments (Medical/Dental/ Surgical)	8	Emergency Ordnance Disposal (EOD)
Q	Marine Research	9	Disaster Relief/Other Crisis Relief
R	Wartime		

Note. Only the above listed codes are authorized for use when submitting requests to the JOSAC for support. If individual Services desire more detailed explanations of Justification or Category, additional information can be provided in the Remarks Section of the request form.

Objective Summary. Completing the DD Form 2768 is the first step in the process of request OSA support. Anyone in the DoD can submit a request to their Service validator.

Transition. Even though the Admiral has stated his desired times on the request, you should, as the validator, make sure they are practical and can be done.

OBJECTIVE 3-2. Given JALIS and a completed Military Air Passenger/Cargo Request Form, determine the correct flying time for a specific type of aircraft over a specific route.

Requirement. Determine the flying time between NAS Norfolk and NAS New Orleans.

II. Proposed Flight Itinerary. The Proposed Flight Itinerary module allows you to build a possible flight itinerary for a given request. This option is used to provide you with information regarding flight times and distances and has no bearing on the role of the scheduler or the actual flight schedule in support of a request. This module is a useful tool to double check your desired departure and arrival times to ensure they are possible. This module works like the calculator on your computer. You can perform calculations, but you cannot save anything.

PROPOSED FLIGHT ITINERARY			
Step	Activity	Anticipated Result	Comment
1 of 28	Click on the JALIS menu option.	JALIS pull-down menu (Fig. 3-3) displays.	You may also Press <Alt + J>.

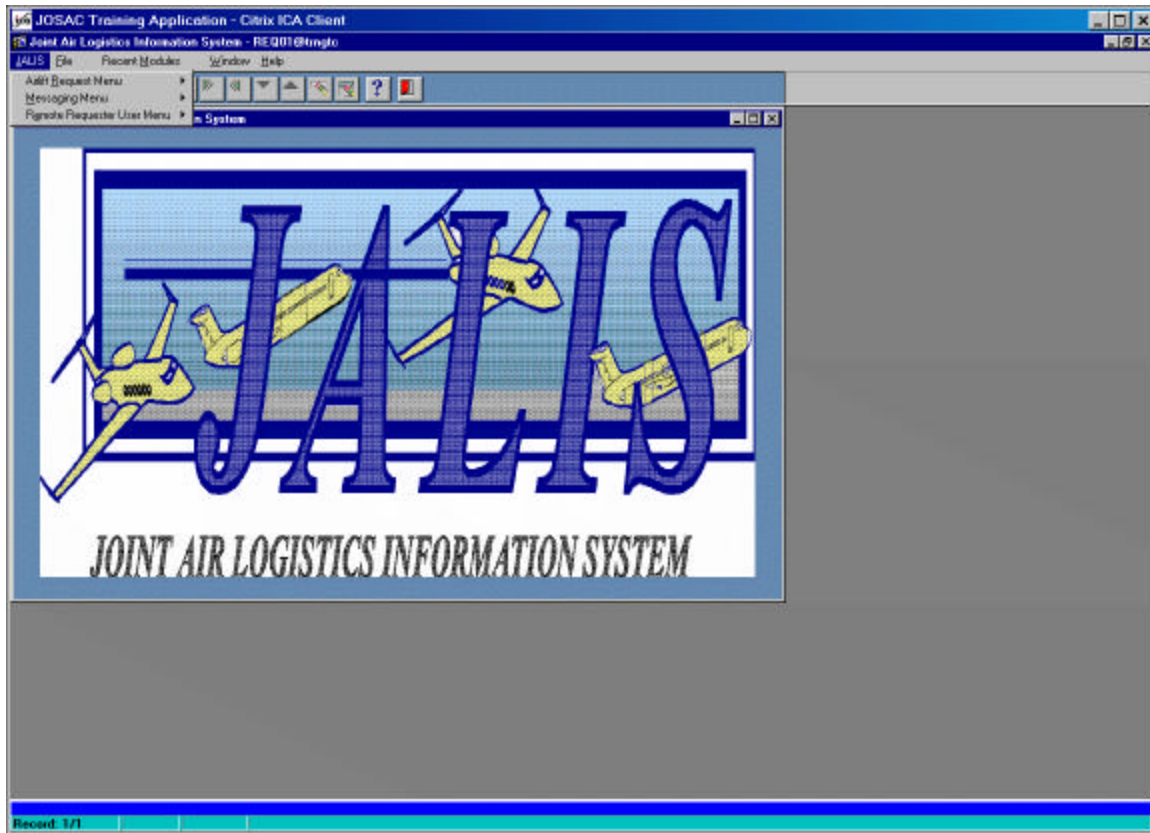


Figure 3-3. JALIS Pull-down Menu

PROPOSED FLIGHT ITINERARY			
Step	Activity	Anticipated Result	Comment
2 of 28	Click on the Airlift Request Menu option.	Airlift Request Menu cascading menu (Fig. 3-4) displays.	You may also Press <R>.

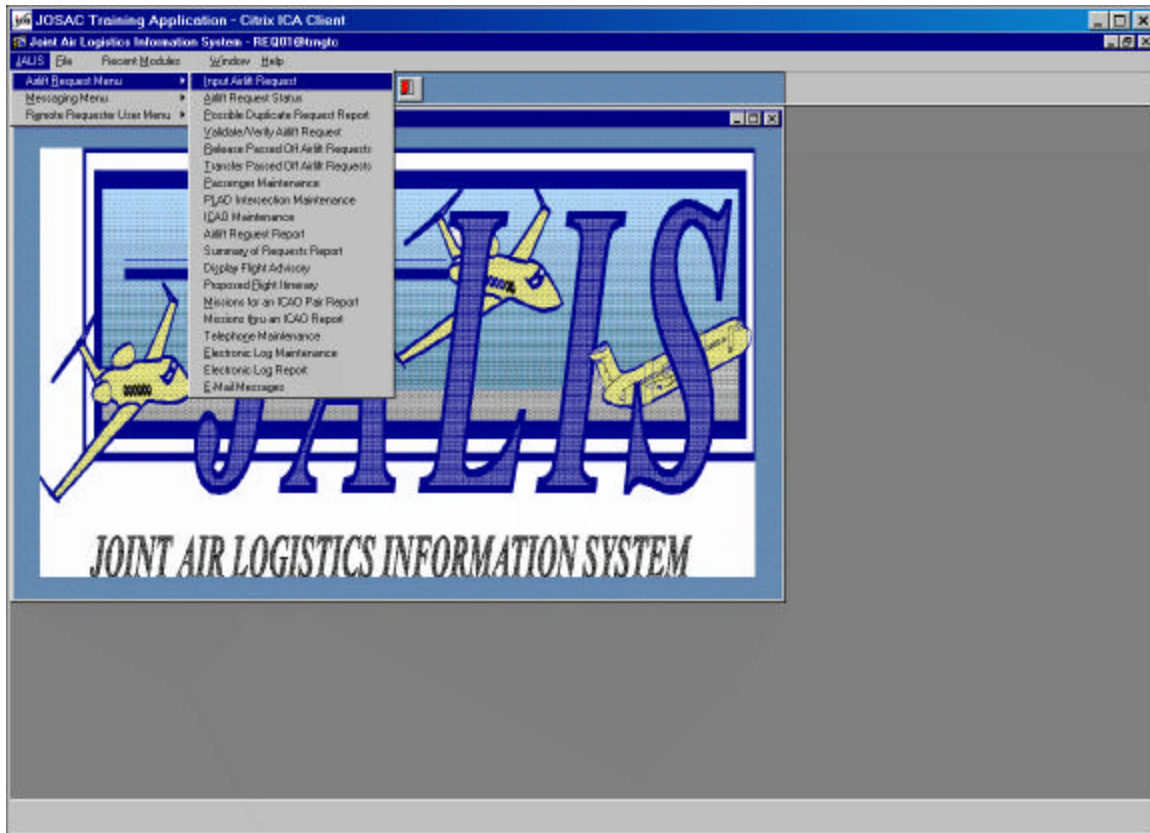


Figure 3-4. Airlift Request Menu Cascading Menu

PROPOSED FLIGHT ITINERARY			
Step	Activity	Anticipated Result	Comment
3 of 28	Click on Proposed Flight Itinerary .	Aircraft LOV for Proposed Flight screen (Fig. 3-5) displays.	You may also Press <F>.

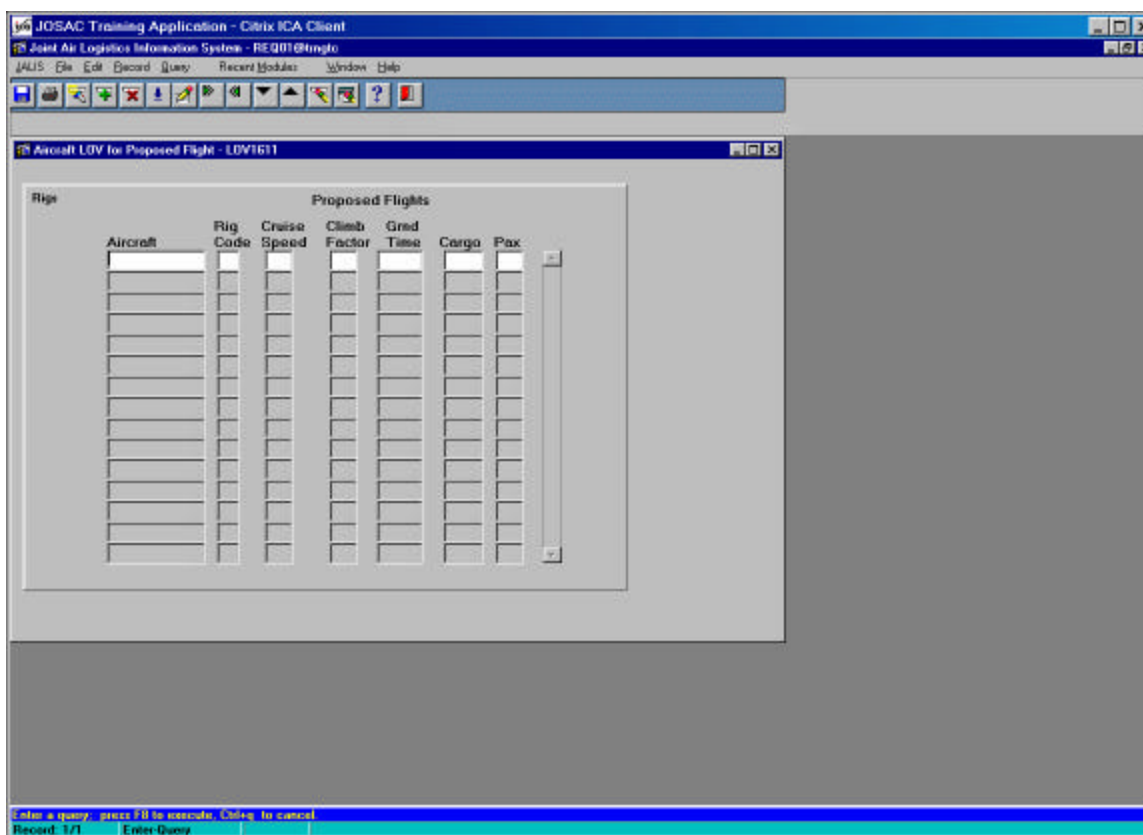


Figure 3-5. Aircraft LOV for Proposed Flight Screen

PROPOSED FLIGHT ITINERARY			
Step	Activity	Anticipated Result	Comment
4 of 28	Click on the Query icon.	Aircraft LOV for Proposed Flight screen (Fig. 3-5) redisplay with data.	You may also Press <F8>.
5 of 28	Scroll down to the aircraft type you think you might get. The rig is irrelevant at this point.	Aircraft type highlights.	This list is alphabetical, not numerical. C12 comes before C9.
Note. You do not determine the type of aircraft that will be used; JOSAC does that. However, you can make an educated guess so the times you request are reasonable and have a chance of being supported. In our example, three pax and five pounds of cargo, we can probably assume a small aircraft. The C-21 is the predominant fast small aircraft and the C-12 is the predominant small slow aircraft. You will determine the flying time for each.			
6 of 28	Click on the { aircraft }, and Press <Enter> .	Aircraft information highlights, and the Proposed Flight Itinerary screen (Fig. 3-6) displays with selected aircraft information posted.	You may also Double Click on the aircraft or Click on the Save icon.

Figure 3-6. Proposed Flight Itinerary Screen

PROPOSED FLIGHT ITINERARY			
Step	Activity	Anticipated Result	Comment
7 of 28	Click in the first ICAO field.	Cursor moves to first ICAO field.	
8 of 28	Click on the List icon on the toolbar.	Icaos screen (Fig. 3-7) displays.	You may also Type the ICAO in the ICAO field if you know it.

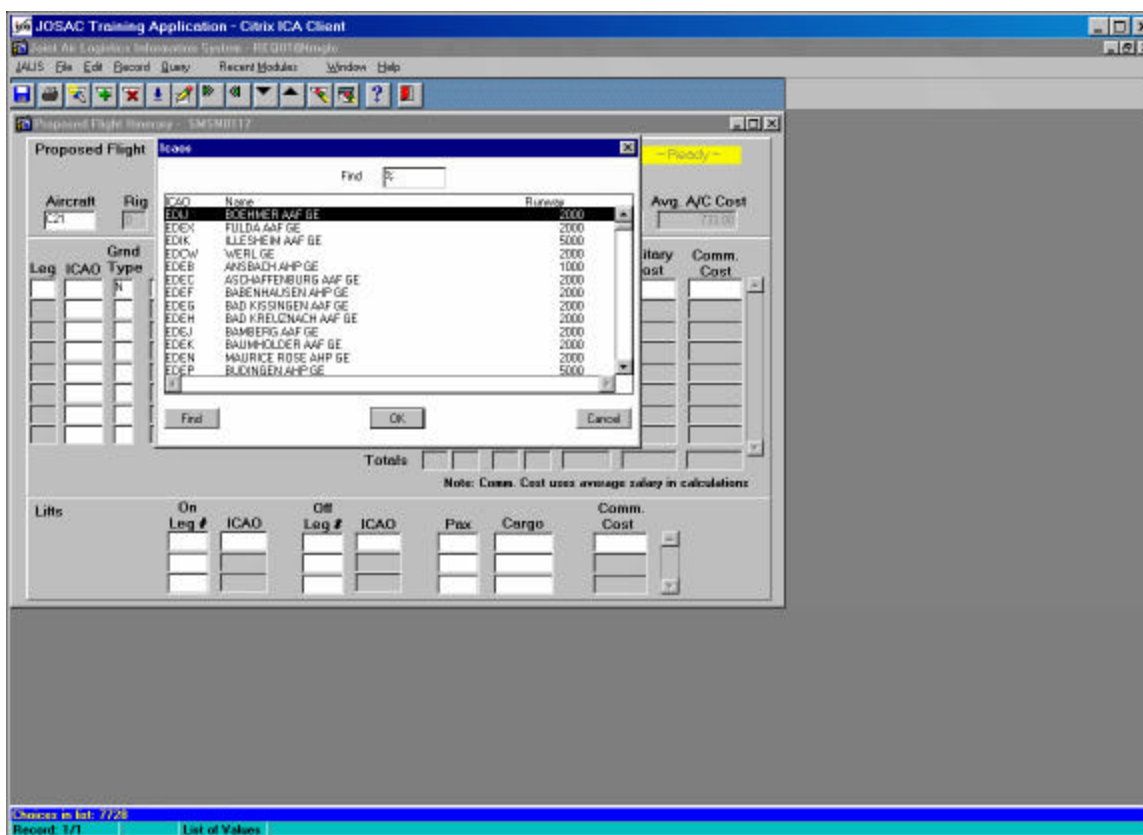


Figure 3-7. ICAOs Screen

PROPOSED FLIGHT ITINERARY			
Step	Activity	Anticipated Result	Comment
9 of 28	Click in the Find field to the right of the %, and Type “norfolk”.	%norfolk displays in the Find field.	
10 of 28	Click on the Find button.	All locations containing the character string NORFOLK display.	If you had to look up the ICAO, you may wish to write it on the DD Form 2768 now because you will need it again later.
11 of 28	If necessary <`> to the entry for NORFOLK NAS VA .	KNGU NORFOLK NAS VA is highlighted.	You may also Click on the desired entry.
12 of 28	Click on the OK button.	KNGU posts in the first ICAO field.	You may also Press <Enter>.
13 of 28	Press <Tab>.	Moves to Grnd Type field.	You may change the ground time here if necessary.

PROPOSED FLIGHT ITINERARY			
Step	Activity	Anticipated Result	Comment
14 of 28	Click on the Next Record icon.	Cursor moves to the next record.	You may also <↓> to the next record.
15 of 28	Click on the List icon.	Icaos screen (Fig. 3-7) redisplay.	You may also Type the ICAO if you know it.
16 of 28	Click in the Find field to the right of the %, and Type “orleans”.	%orleans displays in the Find field.	If you had to look up the ICAO, you may wish to write it on the DD Form 2768 now because you will need it again later.
17 of 28	Click on the Find button.	All locations containing the character string ORLEANS display.	
18 of 28	If necessary <~> to the entry for NEW ORLEANS NAS LA .	KNBG NEW ORLEANS NAS LA is highlighted.	You may also Click on the desired entry.
19 of 28	Click on the OK button.	KNBG posts in the second ICAO field.	You may also Press <Enter>.
20 of 28	Click on the Next Record icon.	Cursor moves to the next record.	You may also <↓> to the next record.
21 of 28	If necessary, Type {ICAO}. Click on the Next Record icon.	ICAO code displays in the ICAO field; cursor moves to the next record. Calculates Fly time, Distance, and Cost of flight.	You may also Press <Tab> then <↓> to the next record.
22 of 28	Type “term”, and Press <~>.	TERM displays in the ICAO field. The Proposed Flight Itinerary screen (Fig. 3-8) redisplay with the recalculated Flight Time, Mission Time (which includes ground times), Distance, and Military and Commercial Cost of flight.	You may want to write down the flying time since that is what you were trying to find.

Proposed Flight Itinerary - SMSN0117

Start Date (Z) 16 1106 02 2003 READY

Aircraft: C-21 Rig: Air Speed: 440 Climb Factor: 4 Grid Time: 01:17 Seats: Cargo: Crew Day: Normal Crew Day Avg. A/C Cost: 733.00

Leg	ICAO	Type	Gnd Time	F/S Time	HF/S Time	Pax	Cargo	Flight Time	Mission Time	Dist	Military Cost	Comm. Cost
1	KNGU	N						01:17				
2	KNGG	N						01:17				
3	KEGM	N						01:17				
Totals												

Note: Comm. Cost uses average salary in calculations.

Lifts: On Leg # ICAO Off Leg # ICAO Pax Cargo Comm. Cost

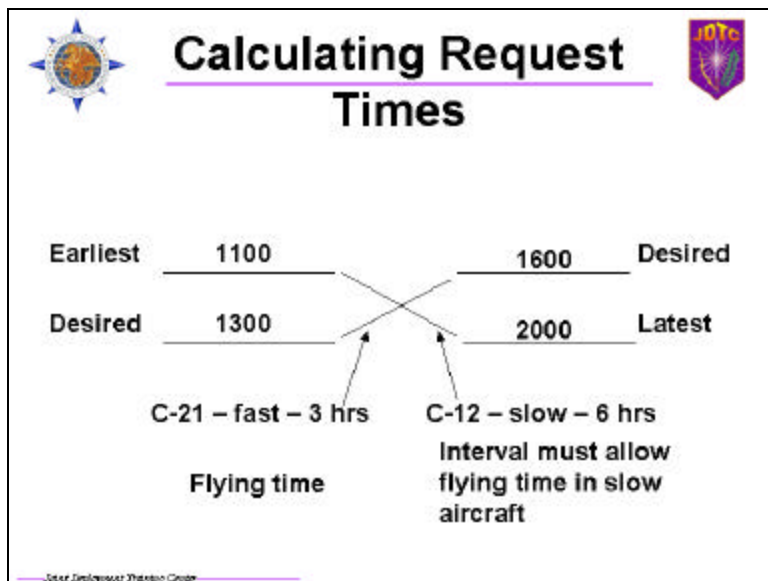
Figure 3-8. Proposed Flight Itinerary Screen With Calculated Times

III. **Alternate Aircraft Type.** You now have the flying time for one type aircraft. However, you do not know what type aircraft JOSAC will schedule. You can easily check the flying time of a faster or slower aircraft over the same route to be sure you provide JOSAC the maximum flexibility possible to satisfy your request. This can greatly improve your chances of getting support.

PROPOSED FLIGHT ITINERARY			
Step	Activity	Anticipated Result	Comment
23 of 28	Click in the Aircraft field.	Cursor displays in the field.	
24 of 28	Click on the List icon on the toolbar.	Aircraft LOV for Proposed Flight (Fig. 3-5) redisplay.	
25 of 28	Click on the Query icon.	Aircraft LOV for Proposed Flight (Fig. 3-5) redisplay with data.	You may also Press <F8>.
26 of 28	Click on the desired {aircraft}.	Aircraft information is highlighted.	

PROPOSED FLIGHT ITINERARY			
Step	Activity	Anticipated Result	Comment
27 of 28	Press <Enter>.	Proposed Flight Itinerary screen (Fig. 3-8) redispays with recalculated times and cost for new aircraft.	You may want to write down the new flying time before you exit.
28 of 28	Click on the Exit icon.	Joint Air Logistics Information System Welcome screen redispays.	You may also Press <Ctrl + q>.

Transition. Now that you know what the flying times are in a small fast airplane and a small slow airplane, what do you do with that information?



Slide 3-5. Calculating Request Times

IV. Flying Times. You use the flying times you just computed to determine that the times you enter into JALIS for your departure and arrival are reasonable and can be realistically supported. You will enter two departure times (earliest and desired) and two arrival times (desired and latest). These four times must be in chronological sequence. You use the flying time in the fast airplane as the difference between the desired departure and the desired arrival times. The time interval between the earliest departure and the latest arrival must allow enough time for the slowest airplane to make the trip. Expand the windows by adjusting the earliest departure and/or the latest arrival if there is not enough time for the slow airplane. This will ensure that JOSAC will be able to meet your time constraints no matter what airplane they have available to support your request. For large requests, the choice of airplanes is a bit more complicated. You have to consider the number of passengers on your request and the amount of cargo you are moving. Choose the airplanes based on their capabilities. The diagram in Figure 39 below should help you understand the concept.

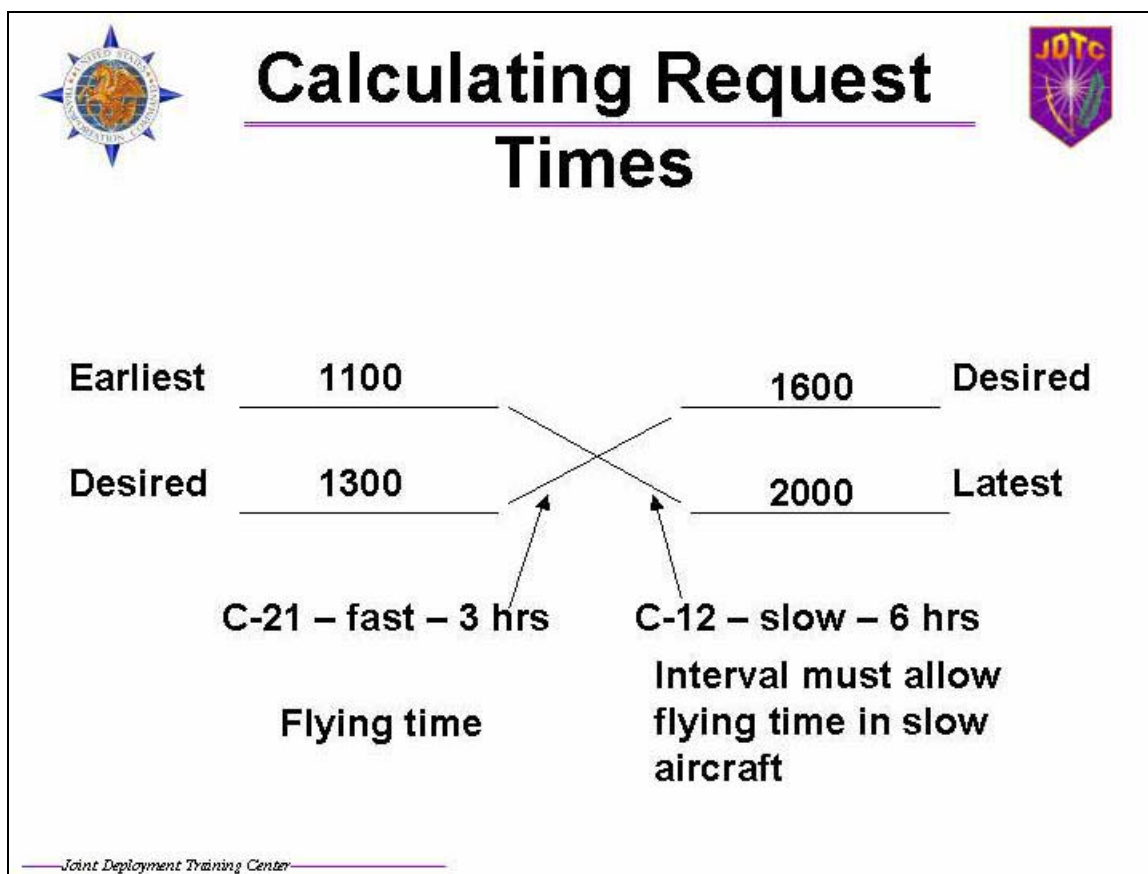


Figure 3-9. Calculating Request Times

Objective Summary. Making your request physically impossible to satisfy will definitely decrease your chances of getting supported. It is to your advantage to make sure the departure and arrival times you request are reasonable. Since you do not know what kind of aircraft JOSAC will schedule for your request, you have to make some assumptions to cover the bases.

Transition. You have reviewed the format and data elements of a Military Air Passenger/Cargo Request Form. Further, you have verified approximate flying times that correspond to your request. There is one more thing you should do before you begin to enter the request data into JALIS Airlift Request screens. You should confirm that the passengers you will manifest in JALIS are in the database.

OBJECTIVE 3-3. Given instruction, an operating JALIS system, and a completed Military Air Passenger/Cargo Request Form, confirm passengers are in the JALIS database, and enter an additional passenger into JALIS.

V. Confirm or Input Passengers into JALIS. If you begin to input the request at this point, you may run into a problem later when you try to manifest the passengers if they are not already in the JALIS database. It is easier to confirm this before you begin entering the request. You must navigate to the Passenger Maintenance module to ensure all the passengers you want to manifest are in the database.

NAVIGATE TO PASSENGER MAINTENANCE SCREEN			
Step	Activity	Anticipated Result	Comment
1 of 3	Click on the JALIS menu option.	JALIS pull-down menu (Fig. 3-3) redisplay.	You may also Type <Alt + J>.
2 of 3	Click on the Airlift Request Menu option.	Airlift Request Menu cascading menu (Fig. 3-4) redisplay.	You may also Press <R>.
3 of 3	Click on Passenger Maintenance .	Passenger Maintenance screen (Fig. 3-10) displays.	You may also Press <P>.

Figure 3-10. Passenger Maintenance Screen

A. Entering Passenger Information in JALIS. To complete an airlift request and associated manifest, all manifested passengers must be in the JALIS database. In fact, before you start an airlift request with passengers, you should determine if your passengers are in the JALIS database. If they are, you can proceed with your airlift request. If they are **not**, you should go to the Passenger Maintenance module to add those passengers.

B. Query for Passengers. On the Passenger Maintenance screen, query the database to determine if the passengers you are required to manifest are in the JALIS database.

Requirement. Search the JALIS passenger database for Admiral Smith and Laura West.

PASSENGER QUERY			
Step	Activity	Anticipated Result	Comment
1 of 3	In the Last Name field, Type “smith” , and Click on the Query icon.	Passenger Maintenance screen (Fig. 3-11) displays with data pertaining to the first Smith in the database.	You may also Type <F8>.

The screenshot shows the JALIS Passenger Maintenance screen. The title bar reads "JOSAC Training Application - Citrix ICA Client". The menu bar includes "JALIS", "File", "Edit", "Record", "Query", "Recent Modules", "Window", and "Help". The toolbar contains various icons for file operations and navigation. The main window is titled "Passenger Maintenance - VAL0130". It contains a form with the following fields and values:

- Last Name: SMITH
- First Name: STEVE
- Middle Initial: M
- UIC: FFG450
- UIC Name: JST DNE
- SSN:
- Weight: 200
- Employer: HQ AFMC (DP)
- Deactivated Date:
- Remarks: AFMC PERSONNEL DIRECTOR
- Created/Modified By: RESW
- DTS(L): 11 MAR 2003
- Service:
- Code: A
- VIP Code:
- Risk:
- Risk Abbr: RANGER

At the bottom of the screen, a status bar displays "The last name of a passenger" and "Record 1/7".

Figure 3-11. Passenger Maintenance Screen with Query Results

PASSENGER QUERY			
Step	Activity	Anticipated Result	Comment
2 of 3	<~> to find Admiral John Smith .	Data for Admiral John Smith displays.	You are no longer in the Query Mode. Any inaccurate data, except the UIC, Service, and rank can be corrected at this point. You may also notice that the list is not in alphabetical order.
Note. If the passenger is not in the JALIS Database, the message: "Query caused no records to be retrieved. Re-enter" will be displayed in the message line, and you will have to enter that passenger with all appropriate information.			
3 of 3	Repeat steps 1-3 to check that all passengers that have to be manifested for your request are in the database.	Anticipated results are same as above.	You are no longer in the Query Mode. Any inaccurate data, except the UIC, Service, and rank can be corrected at this point.

C. Who is Required to be Manifested in JALIS? DoD directives mandate that you manifest all DV7s (O-6 and GS-15) and above. JOSAC policy states that you will list the DV passengers with the most senior DV listed first to prevent confusion with protocol. In the absence of any DVs, the Senior Passenger must be identified on the request. All other known passengers should be manifested to support the DoD's intent to move in that direction. This is not a requirement at this point unless your Service dictates otherwise.

D. Input Passenger Not in the Database. Now, you should enter all appropriate passenger data for each passenger to be manifested who is NOT in the JALIS database. You must ensure at least the DVs or senior passengers are in the database.

Requirement. Enter passenger information about yourself into the JALIS database: Last Name, First Name, Middle Initial, your UIC. Weight = 200 (this is a standard planning factor that accounts for the weight of the passenger and non-cargo baggage). Enter your employer (your command), then duty title, and phone number in the Remarks field. Select the appropriate service code and VIP code/rank.

ENTER PASSENGER DATA			
Step	Activity	Anticipated Result	Comment
1 of 22	Click on the Insert Record icon.	Inserts a blank record.	If you are still in the Query mode, Click on the Exit icon first to enter the Input mode.
2 of 22	In the Last Name field, Type {your last name} . Press <Tab> .	Passenger's last name displays in the Last Name field. Cursor moves to the First Name field.	You may also Click in the appropriate field.

ENTER PASSENGER DATA			
Step	Activity	Anticipated Result	Comment
3 of 22	In the First Name field, Type {your first name} . Press <Tab>.	Passenger's first name displays in the First Name field. Cursor moves to the Middle Initial field.	You may also Click in the appropriate field.
4 of 22	In the Middle Initial field, Type {your middle initial} . Press <Tab>.	Passenger's middle initial (if applicable) displays in the Middle Initial field. Cursor moves to the UIC field.	If there is no middle initial, skip to the next step.
5 of 22	Click on the List icon adjacent to the UIC field.	Valid Organizations screen (Fig. 3-12) displays.	You may also Press <F9>.

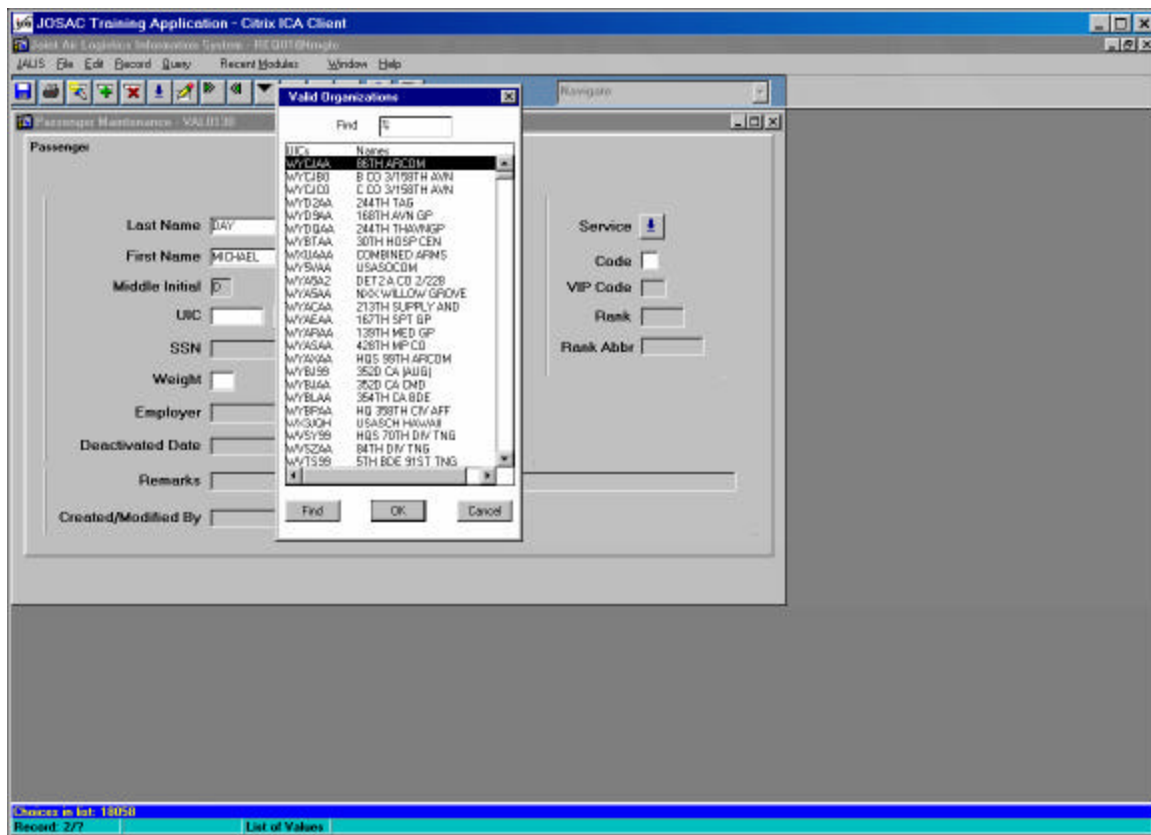


Figure 3-12. Valid Organizations Screen

ENTER PASSENGER DATA			
Step	Activity	Anticipated Result	Comment
6 of 22	Click in the Find field to the right of the % sign.	Cursor moves to the Find field.	
7 of 22	Type {character string that will identify your unit}.	Character string displays.	
8 of 22	Click on the Find button.	Valid Organizations screen (Fig. 3-12) redisplay with a list of UICs containing the character string you entered.	If your unit does not appear in the list, try a different character string that should be part of the name. You may have to try more than once.
9 of 22	<~ > to the appropriate UIC .	Highlight moves to the selected UIC.	You may also Click on the desired UIC in the list.
10 of 22	Click on the OK button.	Passenger Maintenance screen (Fig. 3-11) redisplay with selected UIC in the UIC field.	
11 of 22	Press <Tab>.	Cursor moves to the SSN field.	
12 of 22	Type “999999999”, and Press <Tab>.	Cursor moves to the Weight field.	When you type your SSN, ***** display in the field.
Note. Although the SSN field is advertised as Secure, to protect the privacy of individuals, we do not recommend SSN be placed in an unclassified system without the individual’s written permission. This field is not mandatory.			
13 of 22	Type “200”. Press <Tab>.	200 displays in the Weight field. Cursor moves to the Employer field.	200 pounds is a standard planning factor, which includes the weight of passenger and non-cargo baggage.
14 of 22	In the Employer field, Type {passenger’s command}. Press <Tab>.	Passenger’s command displays in the Employer field. Cursor moves to the Deactivated Date field.	

ENTER PASSENGER DATA			
Step	Activity	Anticipated Result	Comment
15 of 22	If necessary, in the Deactivated Date field, Type {deactivated date} . Press <Tab>.	Cursor moves to the Code field.	The format for this date is MMDDYYYY.
<p>Note. DO NOT enter a Deactivated Date until the passenger will no longer be flying OSA aircraft in his or her present UIC. Entering a future date if the passenger is still flying will result in your not being able to manifest the passenger. The validator should deactivate the passenger when he or she moves to a different validator's chain of command. The Deactivated Date is intended to reduce the size of the passenger database by providing a method to archive those passengers no longer active in the OSA system.</p>			
<p>Note. If you know the abbreviation for the Service of your passenger, you can type the letter in the Code field then Click the List icon adjacent to Service. You can Click the List icon adjacent to Service even if you do not know the abbreviation for the Service of your passenger. You will get a longer list with all the Services.</p>			
<p>Note. A = Air Force, C = Coast Guard, F = Foreign, M = Marines, R = Army, S = Civilian, and V = Navy.</p>			
16 of 22	Click on the List icon adjacent to Service.	Passenger Intersection screen (Fig. 3-13) displays.	You may also Press <F9>.

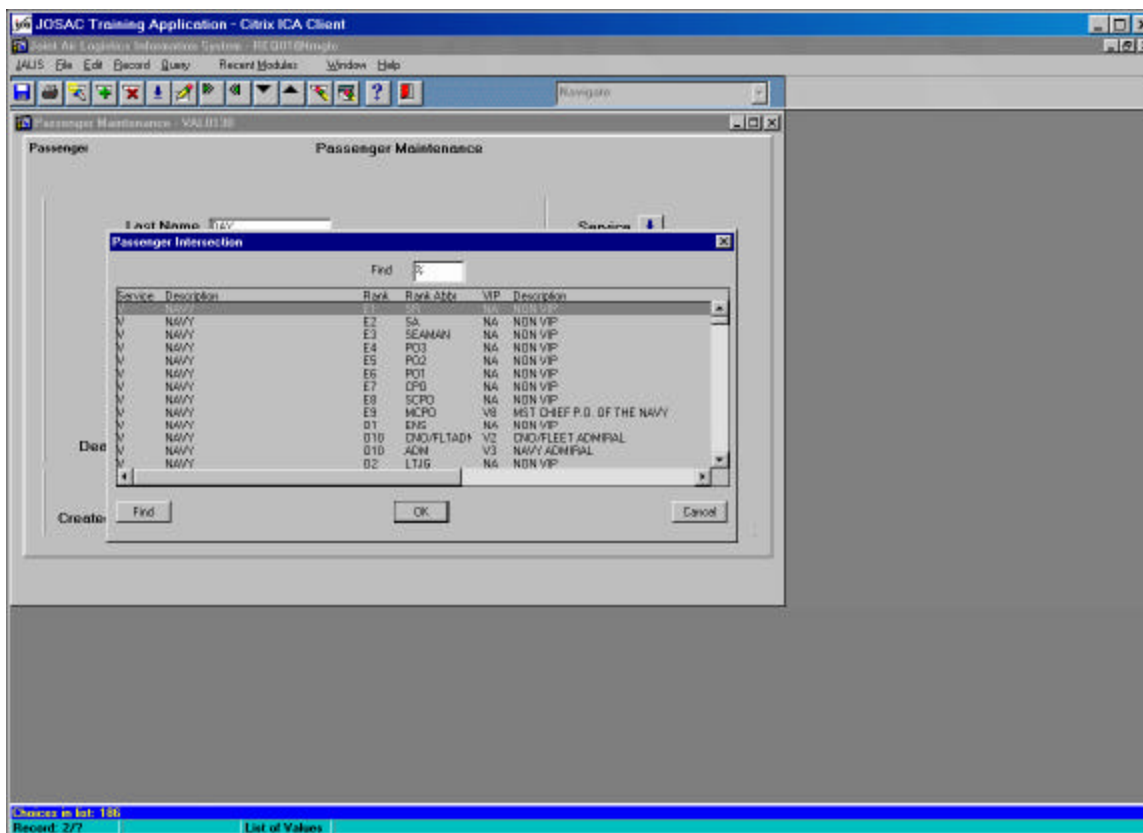


Figure 3-13. Passenger Intersection Screen

ENTER PASSENGER DATA			
Step	Activity	Anticipated Result	Comment
17 of 22	<~> to appropriate Service/Rank/VIP code. Press <Enter>.	Passenger Maintenance screen (Fig. 3-11) redisplay with data displayed for Service Code, VIP Code, Rank, and Rank Abbr.	You may also use the Find function to search for a Service or rank.
18 of 22	Press <Tab>.	Cursor moves to the Remarks field.	
19 of 22	In the Remarks field, Type {duty title and phone number}.	Duty title and phone number display in the Remarks field.	
20 of 22	Click on the Save icon.	Saves the record.	You may also Press <F10>.
21 of 22	Repeat steps 1 through 20 for any other passengers you want to add to the database.	Records are added.	
22 of 22	Click on the Exit icon.	Joint Air Logistics Information System Welcome screen redisplay.	You may also Press <Ctrl + q>.

E. Remove a Passenger from the Database. How you remove a passenger from the database depends on when you decide to remove him. If you realize you have selected the wrong UIC, Service, or rank before you save the record you can simply exit the record and start over. If you realize you have made a mistake after you have saved the record, but before the passenger has been manifested on a request, you can delete the record. However, if the passenger has already been manifested on a request, links have been established and you cannot delete the record. At that point you would use the Deactivated Date feature to remove the passenger from the active part of the database. If one of your traveling passengers gets promoted you cannot just change the rank. You must deactivate the current passenger and reenter him into the database with the new rank.

F. Preliminary Steps. The two processes you just completed, checking the flying time and confirming the passengers are in the database, do not have to be done for every request. If you have put in several requests for the same travelers over the same route, you probably already know what a reasonable flying time is and you are certain the passengers are still in the database. In that case you could skip right to inputting the request. However, if the request is over an unfamiliar route or the passengers are different, it is to your advantage to check them before you begin entering the request.

Objective Summary. You must manifest all DVs, and if you don't have any DVs on the request, you must manifest at least the senior passenger. However to support DoD policies to the maximum extent, you should manifest all your passengers. The passengers must be entered into the JALIS passenger database before you can manifest them on a request.

Transition. The passengers are now in the database so you will be able to manifest them on an Airlift Request when you get to that point. Now that you know the requested times are reasonable and you have all of your passengers in the JALIS database, you are ready to enter the data into the JALIS Input Airlift Request module. You should now navigate to the Input Airlift Request module and ensure you are NOT in the Query mode.

OBJECTIVE 3-4. Given instruction, an operating JALIS system, and a completed Military Air Passenger/Cargo Request Form, enter an OSA request into JALIS.

VI. Input Passenger/Cargo Request in JALIS. The Airlift Request is the starting point for the whole OSA system. Without a request in JALIS, there is no reason to commit assets to fly a particular mission. The flying units could just bore holes in the sky. They would accomplish some training, but not nearly what they could accomplish by actually performing their wartime mission, hauling passengers and cargo.

Requirement (Repeated). You are the Executive Officer to ADM John N. Smith, Commander of the Atlantic Fleet, Norfolk Navy Base, Virginia. As the Executive Officer, you are responsible for requesting and arranging OSA support for your boss, a four-star Admiral. Your current task is to send your boss, his two JALIS instructors (Laura West, a GS15, and Scott Miller, a GS5), and five pounds of cargo (NORM mail), from Naval Air Station (NAS) Norfolk to NAS New Orleans to conduct mission essential JALIS training. The Admiral would like to leave at 1300Z, but no earlier than (NET) 1100Z and he would like to arrive in New Orleans at 1600Z, but NLT 2000Z. The dimensions of the cargo are 12X12X12 inches. Complete a DD FORM 2768, Military Air Passenger/Cargo Request Form.

NAVIGATE TO INPUT AIRLIFT REQUEST MODULE			
Step	Activity	Anticipated Result	Comment
1 of 3	Click on the JALIS menu option.	JALIS pull-down menu (Fig. 3-3) redisplays.	You may also Type <Alt + J>.
2 of 3	Click on the Airlift Request Menu option.	Airlift Request Menu cascading menu (Fig. 3-4) redisplays.	You may also Press <R>.
3 of 3	Click on Input Airlift Request .	Input Airlift Request screen (Fig. 3-14) displays in Query mode.	You may also Type <I>.

Figure 3-14. Input Airlift Request Screen

A. Input Airlift Request Screen. This is the screen where you can enter the airlift request data from your Military Air Passenger/Cargo Request Form. As you saw in Lesson 2, there are two separate versions of this screen. This lesson is geared toward the new large screen, but we will at least point out the differences between the two. However, you first need to review the screen to determine which data elements are required and what those data fields indicate.

Note. Recall that DoD Directive 4500.43 requires a Military Air Passenger/Cargo Request Form. The data entries on the DD FORM 2768 (although they do not exactly match the data fields on the JALIS Input Airlift Request screen) are those data elements that are to be kept on file for two years. Now, review the screen and make a mental list of the required data elements.

Note. The required data elements that you enter into JALIS are usually indicated by white fields. Other fields on the screen will display as gray. Some of these will be optional and others will be system generated and cannot be manually changed by the user.

1. Table 3-8 contains a list of the required data elements.

Table 3-8. Required Data Elements

REQUIRED DATA ELEMENTS	
Element	Description
DTG(Z)	(Current) Date Time Group of when you input the airlift request. It is assigned by validator.
Lift	Code assigned to the request by the validator. The first one for any given DTG can be A, the second B, and so on through Z. (See Note below for exceptions.)
<p>Note. With two exceptions, lift codes can be one or two letters and are assigned at the discretion of the validator. First, if the pax/cargo loads remain the same on subsequent legs of a multiple-stop mission, the validator should use sequential lift codes with the same DTG and UIC. JALIS will group these for scheduling as sequential legs on the same mission. Second, the system will not accept ZZ as the lift code.</p>	
UIC	Unit Identification Code.
Departure - ICAO	Departure airfield.
Departure - Earliest(Z)	Earliest departure time (ZULU) from the departure ICAO.
Departure - Desired(Z)	Desired departure time (ZULU) from the departure ICAO.
Arrival - ICAO	Arrival airfield.
Arrival - Desired(Z)	Desired arrival time (ZULU) at the arrival ICAO.
Arrival - Latest(Z)	Latest arrival time (ZULU) at the arrival ICAO.
PUJC	Priority, Urgency, Justification, Category Code (determined by the validator).
Pax	Total number of passengers.
Cargo	Total weight of all cargo.
Coordinators - Request	Request Coordinator/ POC and phone numbers.
Coordinators - Departure	Departure Coordinator/POC and phone numbers.
Coordinators - Arrival	Arrival Coordinator/POC and phone numbers.
Classification Code	Identifies classification of the request. JALIS is an UNCLASSIFIED system and the only value in the Classification Code field is Unclassified.

2. Table 3-9 compares the JALIS Input Airlift Request screen and the OSA Request Form.

Table 3-9. Input Airlift Request vs. DD Form 2768

INPUT AIRLIFT REQUEST VS DD FORM 2768	
Input Airlift Request	DD Form 2768
DTG	Not on Form
Lift	Not on Form
UIC	Not on Form
Note. If you are not sure of the UIC, you can find it with the JALIS List function.	
Departure ICAO	Page 1, Section 6 (Departure ICAO)
Departure Earliest	Page 1, Section 6 (See Note)
Departure Desired	Page 1, Section 6 (See Note)
Note. Time annotated on Page 1, Section 6 (Depart Date/Time(Z)/MO/YR (+/- 2 HRS)) may be the Desired or Earliest Departure Time. Normally the time listed first is considered the desired time and the time in parentheses defines the window. Further coordination with the requester may be required if there is any confusion. The time on the DD Form 2768 must be converted to DD HHmm MM YYYY format for JALIS.	
Arrival ICAO	Page 1, Section 6 (Arrival ICAO)
Arrival Desired	Page 1, Section 6 (See Note)
Arrival Latest	Page 1, Section 6 (See Note)
Note. Time annotated on Page 1, Section 6 (Arrive Date/Time(Z)/MO/YR (+/- 2 HRS)) may be the Desired or Latest Arrival Time. Normally the time listed first is considered the desired time and the time in parentheses defines the window. Further coordination with the requester may be required. The time on the DD Form 2768 must be converted to DD HHmm MM YYYY format for JALIS.	
PUJC	Page 1, Section 2 (PUJC Code)
Pax	Page 1, Section 3 (Total Number of Pax)
Cargo	Page 1, Section 8 (Total Weight)
Coordinators Request	Page 2, Section 12 (Requester)
Coordinators Departure	Page 2, Section 9 (Departure POC)
Coordinators Arrival	Page 2, Section 9 (Arrival POC)
Authorized By Name (Name of Authorizing Official)	Page 2, Section 13 (Travel Authorizing Official)
Authorized By Title (Duty Title of Authorizing Official)	Page 2, Section 13 (Travel Authorizing Official)
Project	Page 2, Section 11 (Remarks/Additional Comments) if provided

CANCEL QUERY MODE			
Step	Activity	Anticipated Result	Comment
1 of 1	Click on the Exit icon.	Cancels Query mode. Message line displays: "Query cancelled".	You may also Press <Ctrl + q>.

3. Once you are out of the Query mode and in the Input mode, you can begin entering your airlift request into JALIS. This is one of the big problem areas with new users. If you do not cancel the Query mode and begin entering the information on the screen, JALIS will allow you to type to your heart's content. However, when you try to save the request, JALIS will give you an error message and you will have to enter the information again after moving to the Input mode. There are several areas on the screen that indicate you are in the Query mode. First, the Status Line says Enter-Query. Second, if you type in your UIC and press Tab, the field UIC Name field does not fill in. Third is that the Departure ICAO name does not display. Finally, the local time does not display when you enter the Zulu time and press Tab.

INPUT AIRLIFT REQUEST			
Step	Activity	Anticipated Result	Comment
1 of 31	In the DTG(Z) field, Type "02 0800 01 2007" . Press <Tab> .	02 0800 01 2007 displays in DTG(Z) field. Cursor moves to the Lift field.	Date and time at which you are entering the request into the system. The format for DTG is DD HHmm MM YYYY.
2 of 31	In the Lift field, Type {code supplied by instructor} . Press <Tab> .	Lift code displays in Lift field. Cursor moves to UIC field.	Assigned by the requester (Navy) or validator who enters the request.
Note. Normally, the first airlift request for a particular DTG has a lift code of A. If the same request has multiple legs in which the same pax/cargo require support, you would need to enter another request with the same DTG and UIC, but a different lift, B. If you need to separate the requests, you might use a different DTG.			
3 of 31	Click on the List icon adjacent to the UIC field.	Valid UICs screen (Fig. 3-15) displays.	You may also Press <F9>.

INPUT AIRLIFT REQUEST			
Step	Activity	Anticipated Result	Comment
7 of 31	Press <Tab>.	Cursor moves to the Departure ICAO field.	
Note. You can use the List function if you do not know the ICAO. Click on the List icon adjacent to the ICAO field and use the Find function (norfolk). You then < > to KNGU (Norfolk NAS VA), and Click on the OK button to accept it to the Departure ICAO field.			
8 of 31	In the Departure Earliest(Z) field, Type “xx 1100 01 2007” , and Press <Tab>.	Xx 1100 01 2007 displays in the Departure Earliest(Z) field, local time displays in the next field, and the cursor moves to Departure Desired(Z) field.	Remember from earlier discussion that these four times must be entered in chronological sequence, regardless of how they appeared on the DD Form 2768.
9 of 31	In the Departure Desired(Z) field, Type “xx 1300 01 2007” , and Press <Tab>.	Xx 1300 01 2007 displays in the Departure Desired(Z) field, local time appears in the next field, and the cursor moves to Arrival ICAO field.	
10 of 31	In the Arrival ICAO field, Type “knbg” , and Press <Tab>.	KNBG displays in the ICAO field, name of the Airfield is displayed, and the cursor moves to Arrival Desired(Z) field.	New Orleans NAS LA is the plain text name for KNBG.
Note. You can use the List function by clicking the ICAO List icon and using the Find function (orleans). You would then < > to KNBG (New Orleans NAS LA), and Click on the OK button to accept it to the Arrival ICAO field.			
11 of 31	In the Arrival Desired(Z) field, Type “xx 1600 01 2007” , and Press <Tab>.	Xx 1600 01 2007 displays in the Arrival Desired(Z) field, local time displays in the next field, and the cursor moves to Arrival Latest(Z) field.	The time difference between the Departure Desired and the Arrival Desired must allow for the flying time of the fastest, appropriate sized aircraft.
12 of 31	In the Arrival Latest(Z) field, Type “xx 2000 01 2007” , and Press <Tab>.	Xx 2000 01 2007 displays in the Arrival Latest(Z) field, local time displays in the next field, and the cursor moves to PUJC field.	
13 of 31	In the PUJC field, Type “24pw” .	24PW displays in the PUJC field.	
14 of 31	Press <Tab>.	After a momentary delay, Forms pop-up displays (Fig. 3-16) “Note: This is a PRI 2 TRAVEL request. You must complete the Remarks section.”	This pop-up will only display if your PUJC begins with a 2 (Priority 2).

Figure 3-16. Forms Pop-up

INPUT AIRLIFT REQUEST			
Step	Activity	Anticipated Result	Comment
15 of 31	Click on OK.	Pop-up closes, and cursor moves to Pax field.	
16 of 31	In the Pax field, Type “3”, and Press <Tab>.	3 displays in the Pax field, and the cursor moves to Cargo field.	This is the total number of passengers on your request.
17 of 31	In the Cargo field, Type “5”, and Press <Tab>.	5 displays in the Cargo field, and the cursor moves to Cubic Feet field.	Cargo is entered in pounds.

INPUT AIRLIFT REQUEST			
Step	Activity	Anticipated Result	Comment
18 of 31	In the Cubic Feet field, Type “1” , and Press <Tab> .	1 displays in the Cubic Feet field, and the cursor moves to Coordinators Names and Phone Numbers Request field.	Cubic Feet is not a required entry.
Note. Most OSA missions carry passengers and no cargo. The airlift request you have just started contains both passengers and cargo. The cargo must be properly manifested/entered before JALIS will allow you to save the airlift request to the database. You will do that after you finish the Request section.			
19 of 31	In the Coordinators Names and Phone Numbers Request field, Type {name of request coordinator and duty and after hours phone numbers} , and Press <Tab> .	Name and phone numbers of request coordinator display in Coordinators Names and Phone Numbers Request field, and the cursor moves to the Coordinators Email Addresses Request field.	
20 of 31	Type {email address of request coordinator} , and Press <Tab> .	Email address of request coordinator displays in the Coordinators Email Addresses Request field, and the cursor moves to the Coordinators Names and Phone Numbers Departure field.	
21 of 31	In the Departure field, Type {name of departure coordinator and duty and after hours phone numbers} , and Press <Tab> .	Name and phone numbers of departure coordinator display in Departure field, and the cursor moves to the Coordinators Email Addresses Departure field.	
22 of 31	In the Coordinators Email Addresses Departure field, Type {email address of departure coordinator} , and Press <Tab> .	Email address of departure coordinator displays in the Coordinators Email Addresses Departure field, and the cursor moves to the Coordinators Names and Phone Numbers Arrival field.	

INPUT AIRLIFT REQUEST			
Step	Activity	Anticipated Result	Comment
23 of 31	In the Arrival field, Type {name of arrival coordinator and duty and after hours phone numbers} , and Press <Tab> .	Name and phone numbers of arrival coordinator display in Coordinators Names and Phone Numbers Arrival field, and the cursor moves to the Coordinators Email Addresses Arrival field.	
24 of 31	In the Coordinators Email Addresses Arrival field, Type {email address of arrival coordinator} , and Press <Tab> .	Email address of arrival coordinator displays in the Coordinators Email Addresses Arrival field, and the cursor moves to the Classification Code field.	
Note. Coordinators shall NOT be manifested passengers on the airlift request. The Departure and Arrival Coordinators should not be the same person. Phone numbers must be included with each coordinator and at least one of those numbers must be a 24 hour number. Failure to supply accurate 24-hour contact numbers may result in mission cancellation. Email addresses of the coordinators are optional but, if provided, will provide another means of contacting coordinators in the event of changes to the mission.			
25 of 31	The Classification Code field defaults to Unclassified. Press <Tab> .	The cursor moves to the Authorized By Name field.	JALIS is an unclassified system. This is the only option. DO NOT enter any classified information into JALIS.
26 of 31	Type “john smith, adm, usn” , and Press <Tab> .	John Smith, ADM, USN displays in Authorized By Name field, and the cursor moves to the Authorized By Title field.	Authorizing Official’s Name (maximum of 20 characters).
27 of 31	Type “cmdr atlantic fleet” , and Press <Tab> .	CMDR ATLANTIC FLEET displays in Authorized By Title field, and the cursor moves to the Project field.	Authorizing Official’s Title and Organization (maximum of 20 characters).
Note. Although the Authorized By Name and Authorized By Title fields are usually optional, they may be required entries. If DVs are to be manifested on the request, these fields must be filled in. If not, you will get an error message when you try to save DVs in the Manifests block. The save will not be successful until you fill in the Authorized By Name and Title fields and then save.			

4. You can establish a Request Project Code based on whatever criteria are important to you (customer, exercise, etc.) and then assign it to all the requests you create. Later, you could execute a query to retrieve a group of requests, or you could have the JOSAC PASM section run a report for you based on a particular Request Project Code. The Request Project Code is not required for the request and you do not have to use one for every request. However, if you wish to use a code, you must first have the Database Administrator at JOSAC create it. You will, however, assign a Request Project Code based on your USERID to every request you generate in this class.

INPUT AIRLIFT REQUEST			
Step	Activity	Anticipated Result	Comment
28 of 31	Click on the List icon adjacent to the Project field.	Valid Project Names dialog box displays.	You may also Type the Request Project Code if you know the name.
29 of 31	Click in the Find field to the right of the percent sign.	Cursor moves to the Find block.	You may also Press <Tab>.
30 of 31	Type {the assigned Request Project Code} , and Click on the Find button.	Your Request Project Code displays in the Find field.	
31 of 31	If necessary, Press <~> until you reach {your Request Project Code} , and Click on the OK button.	Your Request Project Code is highlighted, your Request Project Code displays in the Project field, and Input Airlift Request (Fig. 3-17) displays with data.	You may also Press <Enter>.

The screenshot displays the 'Input Airlift Request' form within the JALIS application. The form is divided into several sections:

- Header:** JALIS Training Application - Citrix ICA Client. Joint Air Logistics Information System - REQ01@hmglo - Input Airlift Requests - REQ20100.
- Navigation:** A 'Navigate' dropdown menu.
- Form Fields:**
 - Lock for update:** A checkbox.
 - DTG(Z):** JCT000012006.
 - UIC:** J12000.
 - UIC Name:** JSDNCLANT.
 - Req Pending:** A checkbox.
 - Departure:** ICAO: KNGU, Location: NORFOLK NAS VA. Dates: Earliest(Z) 10 1100 01 2006, Desired(Z) 10 1300 01 2006, Latest(Z) 10 0900 01 2006.
 - Arrival:** ICAO: 07485, Location: NEW ORLEANS NAS L. Dates: Desired(Z) 10 1900 01 2006, Latest(Z) 10 2000 01 2006.
 - Modification:** Count: 0, DTS(L) 10 1146 02 2003.
 - Authorized By:** Name: ADM JOHN SMITH, Title: EMOR ATLANTIC FLT.
 - Verification:** Created By, Modified By, Validated By, Verified By (all empty).
 - PUJC:** JFW.
 - Pax:** 3.
 - Highest VIP:** A checkbox.
 - Cargo:** 5.
 - Cubic Feet:** 1.
 - TCN:** A dropdown menu.
 - Classification:** Code: UNCLASSIFIED.
 - States:** UNSATISFIED.
 - Code:** A dropdown menu.
 - Project:** REQ01.
 - Input Source:** 1.
 - Cost:** \$00.
 - Req Id:** A dropdown menu.
- Coordinators:**
 - Names and Phone Numbers:** Request: MIKE DAY 0779 2222 ND 7791111, Departure: MIKE DAY 0779 2222 ND 7791111, Arrival: JOHN STARLING 0647 3333 ND 647 4444.
 - Email Addresses:** MIKE.DAY@FCON.MIL, MIKE.DAY@FCON.MIL, JOHN.STARLING@NAVY.MIL.
- Passengers Table:**

Last Name	First Name	UIC	Grade	Service	VIP	SSN	Travel Purpose	Travel Reason
- Buttons:** Select Passenger, Passenger Maintenance.
- Footer:** Use date time group originally assigned to the account. Record: 1/1. List of Values.

Figure 3-17. Input Airlift Request With Data

Note. Normally you would save your work before moving to another screen. However, if you tried to save your data at this time, you would get an error message stating, “You have cargo that has not been manifested.” Therefore, before saving your data, you must manifest any cargo. If you have no cargo, the request will save at this time. This feature is to ensure that at least the largest and the heaviest pieces of cargo are manifested on the request.

NAVIGATE TO CARGO MANIFEST			
Step	Activity	Anticipated Result	Comment
1 of 1	Click on the Cargo tab (Cargo Manifest navigation button on small screen).	Input Airlift Request (Cargo) screen (Fig. 3-18) displays.	Largest Item and Heaviest Item default to Yes (checked).

Input Airlift Request

DTG(Z) 02 0900 01 2006 UIC 013000 UIC Name USONCLANT

Departure ICAO KNGU Norfolk NAS VA Arrival ICAO 7486 NEW ORLEANS NAS L

Earliest(Z) 10 1100 01 2006 Desired(Z) 10 1600 01 2006 Latest(Z) 10 3000 01 2006

PUJC 04W Pax Highest VIP Cargo 5 Cubic Feet 1 TCN

Coordination: Request MIKE DAY D779 2222 ND7791111 MIKE DAY@FDM.NIL
 Departure MIKE DAY D779 2222 ND7791111 MIKE DAY@FDM.NIL
 Arrival JOHN STARLING D647 3223 ND647 4444 JOHN STARLING@NAVY.NIL

Classification: Code UNCLASSIFIED

Verification: Created By Modified By Validated By Verified By

Status UNSATISFIED Code Project FE001 Input Source Cost \$00 Req Id

Code	Description	Length	Width	Height	Weight	TCN	Largest Item	Heaviest Item
1							<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2							<input type="checkbox"/>	<input type="checkbox"/>
3							<input type="checkbox"/>	<input type="checkbox"/>
4							<input type="checkbox"/>	<input type="checkbox"/>
5							<input type="checkbox"/>	<input type="checkbox"/>
6							<input type="checkbox"/>	<input type="checkbox"/>
7							<input type="checkbox"/>	<input type="checkbox"/>
8							<input type="checkbox"/>	<input type="checkbox"/>
9							<input type="checkbox"/>	<input type="checkbox"/>
0							<input type="checkbox"/>	<input type="checkbox"/>

An alphanumeric code identifying the type of cargo to be listed.

Record 1/1 List of Values

Figure 3-18. Input Airlift Request (Cargo) Screen

B. Cargo Block. If you entered a cargo amount other than zero in the Requests screen, you must manifest the cargo in the Cargo block before you can save the request to the JALIS database. This is to ensure that the schedulers have the information about the cargo so they can schedule an appropriate airplane.

ENTER CARGO INFORMATION			
Step	Activity	Anticipated Result	Comment
1 of 10	Under the Cargo tab, Click on the List icon adjacent to the Code field.	Valid Cargo Codes screen (Fig. 3-19) displays.	You may also Press <F9>.

JOSAC Training Application - Citrix ICA Client

Valid Cargo Codes

Find: []

Cargo Code	Description
A3	MAIL-NORM ITEMS
A4	MAIL-OTHER
B1	AIRCRAFT SPARES, PARTS-NORM ITEMS
B2	AIRCRAFT SPARES, PARTS-CASREP ITEMS
B3	AIRCRAFT SPARES, PARTS-NORM ITEMS
B4	AIRCRAFT SPARES, PARTS-OTHER
C2	AVIONICS SPARES, PARTS-CASREP ITEMS
C3	AVIONICS SPARES, PARTS-NORM ITEMS
C4	AVIONICS SPARES, PARTS-OTHER
D1	AIRCRAFT ENGINES-NORM ITEMS
D2	AIRCRAFT ENGINES-CASREP ITEMS
D3	AIRCRAFT ENGINES-NORM ITEMS
D4	AIRCRAFT ENGINES-OTHER
E1	SHIP PARTS-NORM ITEMS
E2	SHIP PARTS-CASREP ITEMS
E3	SHIP PARTS-NORM ITEMS
F1	ELECTRONIC SPARES, PARTS-NORM ITEMS
F2	ELECTRONIC SPARES, PARTS-CASREP ITEMS
F3	ELECTRONIC SPARES, PARTS-NORM ITEMS
F4	ELECTRONIC SPARES, PARTS-OTHER
G1	ELECTRONIC TEST EQUIPMENT-NORM ITEMS
G2	ELECTRONIC TEST EQUIPMENT-CASREP ITEMS
G3	ELECTRONIC TEST EQUIPMENT-NORM ITEMS
G4	ELECTRONIC TEST EQUIPMENT-OTHER

OK Cancel

Navigation: []

Req Pending: []

Modification:

Cost: []

DTS(L): [16 1148 02 2003]

Authorized By:

Name: [ADM JOHN SMITH]

Title: [EMERATLANTIC FLT]

Verification:

Created By: []

Modified By: []

Validated By: []

Verified By: []

ASSIGNED

Cost: [] \$00

Req Id: []

Request Statuses:

☒ Largest Item ☒ Heaviest Item
☐ Largest Item ☐ Heaviest Item
☐ Largest Item ☐ Heaviest Item
☐ Largest Item ☐ Heaviest Item
☐ Largest Item ☐ Heaviest Item
☐ Largest Item ☐ Heaviest Item
☐ Largest Item ☐ Heaviest Item

Choices in list: 104

Record: 1/1

List of Values

Figure 3-19. Valid Cargo Codes Screen

ENTER CARGO INFORMATION			
Step	Activity	Anticipated Result	Comment
2 of 10	<~> to A3 MAIL - NORM ITEMS . Click on the OK button.	Highlights A3 MAIL-NORM ITEMS. Cargo information displays in the Description field.	You may also Press <Enter>. You may also use the find feature.
3 of 10	Press <Tab>.	Cursor moves to the Length field.	You may also Click in the field.
4 of 10	In the Length field, Type "12" . Press <Tab>.	12 displays in the Length field, and the cursor moves to the Width field.	You may also Click in the field.
5 of 10	In the Width field, Type "12" . Press <Tab>.	12 displays in the Width field, and the cursor moves to the Height field.	You may also Click in the field.
6 of 10	In the Height field, Type "12" .	12 displays in the Height field, and the cursor moves to the Weight field.	
7 of 10	In the Weight field, Type "5" .	5 displays in the Weight field.	The sum of the weights of all the pieces you manifest must not exceed the cargo weight you entered in the Request screen.
8 of 10	Press <Tab>.	Cursor moves to the TCN field.	The Transportation Control Number (TCN), used to account for cargo in the Defense Transportation System, is optional. The TCN is not used much in CONUS but is used extensively OCONUS to track cargo.
<p>Note. Two check boxes (Largest Item and Heaviest Item) appear to the right of each piece of cargo manifested. You must check or uncheck the appropriate box to indicate whether the manifested piece of cargo is the largest or the heaviest item you are manifesting. You must have one, and only one, piece checked heaviest and one piece checked largest. The same piece can be both the heaviest and the largest.</p>			
<p>Note. Now that you have entered all of the airlift request information and manifested all the cargo, you can commit this work to the JALIS database. This saves your work up to this point, just in case you suffer any system problems later on. Once saved, the DTG, Lift, and UIC become protected fields. Remember, JALIS will not allow you to save the request until you manifest at least the largest and the heaviest pieces of cargo. If you do not have any cargo on the request you can save it once you have completed the Request screen.</p>			
9 of 10	Click on the Save icon.	Saves the data. Message line displays: "Transaction complete - 2 records applied and saved."	
10 of 10	If you have other cargo, Click on the Next Record icon, and repeat steps 1-9.	Cargo entered.	You may also Press the <~> key.

C. Bookmark the Request. Now that you have the request saved, it is a good idea to bookmark it for easy retrieval later on. You will need to retrieve the request several times. You may need to come back later to modify the request and you will definitely need to retrieve it to check the status of the request. The new bookmark feature you learned about in Lesson 2 will make this process easier.

BOOKMARK A REQUEST			
Step	Activity	Anticipated Result	Comment
1 of 7	Click in the DTG(Z) field. If you are using the small Input Airlift Request screen, go to Step 2. If you are using the large Input Airlift Request screen, go to Step 4.	Cursor moves to the DTG(Z) field.	
2 of 7	Click on the Requests navigation button.	Message window, "Do you want to save the changes you have made?" displays.	You may also Press <Ctrl + Pg Up> or Click on the Previous Block icon until you get there.
3 of 7	Click on No .	Input Airlift Request screen, (Fig. 2-17) redisplay.	
4 of 7	Right Click in the DTG(Z) field.	Right Click menu (Fig. 2-25) displays.	Available options on this menu will vary depending on your permissions, location in JALIS, and status of your bookmarks.
5 of 7	Click on Bookmarks .	Bookmarks cascading menu (Fig. 2-26) displays.	Available options will vary.
6 of 7	Click on Add to bookmark .	Bookmarks cascading menu closes.	
7 of 7	Right Click in the DTG(Z) field.	Right Click menu (Fig. 2-25) redisplay with DTG, Lift, and UIC of bookmarked request at the bottom of the menu.	Your request is now bookmarked. You can retrieve this request later by right-clicking in any of several fields on the Input Airlift Request screen and selecting the desired bookmark. The bookmarked request will display on the screen. If you have any unsaved work on the current request, JALIS will ask if you wish to save your work.

Transition. You are now ready to manifest the passengers on the airlift request.

D. Passenger Manifests Block. On the Military Air Passenger/Cargo Request Form there are four sections for traveler information: the Senior Traveler section, Additional Passengers section (required only for DV7s or higher), Non-DV Passengers, and the Remarks/Additional Comments section (may contain information pertaining to additional travelers). You need to move to the Passengers block on the large Input Airlift Request screen or the Manifests block on the small Input Airlift Request screen to manifest passengers on the request.

Note. Recall why you went to the Passenger Maintenance module earlier in this lesson. It was to verify that ADM Smith and Laura West were already in the database. If your passengers are not in the database and you are using the small Input Airlift Request screen, you must exit back to the JALIS Welcome screen, go to the Passenger Maintenance module, and enter the passengers. Then you will have to query your request and pick up where you left off. It is much easier to check them up front. If you are using the large Input Airlift Request screen, it is still easier to check the passengers up front, but you can access the Passenger Maintenance module more easily now by clicking on the Passenger Maintenance button.

PASSENGER MANIFEST			
Step	Activity	Anticipated Result	Comment
1 of 12	Click on the Passengers tab (Manifests navigation button on the small screen).	Input Airlift Request (Passengers Manifest) screen (Fig. 3-20) displays.	You may also Click on the Previous Block icon.

JOSAC Training Application - Citrix ICA Client

Input Airlift Request

Locked for update by REQ01

DTG(Z) 10 0800 01 2006

UIC 010000

UIC Name USONCLANT

Req Pending

Modification

Count 0

DTS(L) 16 1219 02 2003

Authorized By

Name ADM JOHN SMITH

Title EMER ATLANTIC FLT

Verification

Created By REQ01

Modified By REQ01

Validated By REQ01

Verified By REQ01

PUJC 010000

Pax 3

Highest VIP

Cargo 5

Cubic Feet 1

TCN

Coordination

Request MIKE DAY D179 2222 ND 7791111

Departure MIKE DAY D179 2222 ND 7791111

Arrival JOHN STARLINS D647 3333 ND 647 4444

Classification

Code UNCLASSIFIED

States **UNSATISFIED**

Code

Project REQ01

Input Source 1

Cost \$00

Req Id 588

Passengers

Last Name	First Name	UIC	Grade	Service	VIP	SSN	Travel Purpose	Travel Reason

Select Passenger

Passenger Maintenance

The last name of a passenger

Record 1/1

Figure 3-20. Input Airlift Request (Passengers Manifest) Screen

Note. This is basically the same as Figure 3-18 with a few exceptions. Since the request has been saved since you were last on this screen, the Verification block is now filled in (which blocks fill in will vary by Service), the Req Id block fills in automatically, and the Status field is now highlighted in green.

Note. You are now in the Passengers Manifest block and will need to query the database for each of the passengers using any data element that will get the job done. You can query the passengers on last name, first name, or UIC.

Last name and possibly first name is probably the most useful. You cannot type in the passengers on the Passenger Manifests screen. You must select them from the Passenger Selection Screen.

PASSENGER MANIFEST			
Step	Activity	Anticipated Result	Comment
2 of 12	In the Last Name field, Type “smith” . Click on the Select Passenger button adjacent to the Last Name field.	Smith displays in the Last Name field. Passenger Selection Screen (Fig. 3-21) displays with all passengers with that last name.	You may also Press <F9>. You would click on the yellow List icon on the small screen.
Note. DO NOT Click on the Select Passenger button (or the yellow List icon on the small screen) without first entering at least one data element, normally the last name, about a passenger. This is a huge database and asking JALIS to query every passenger in the database puts a strain on the system and will possibly lock up your computer.			

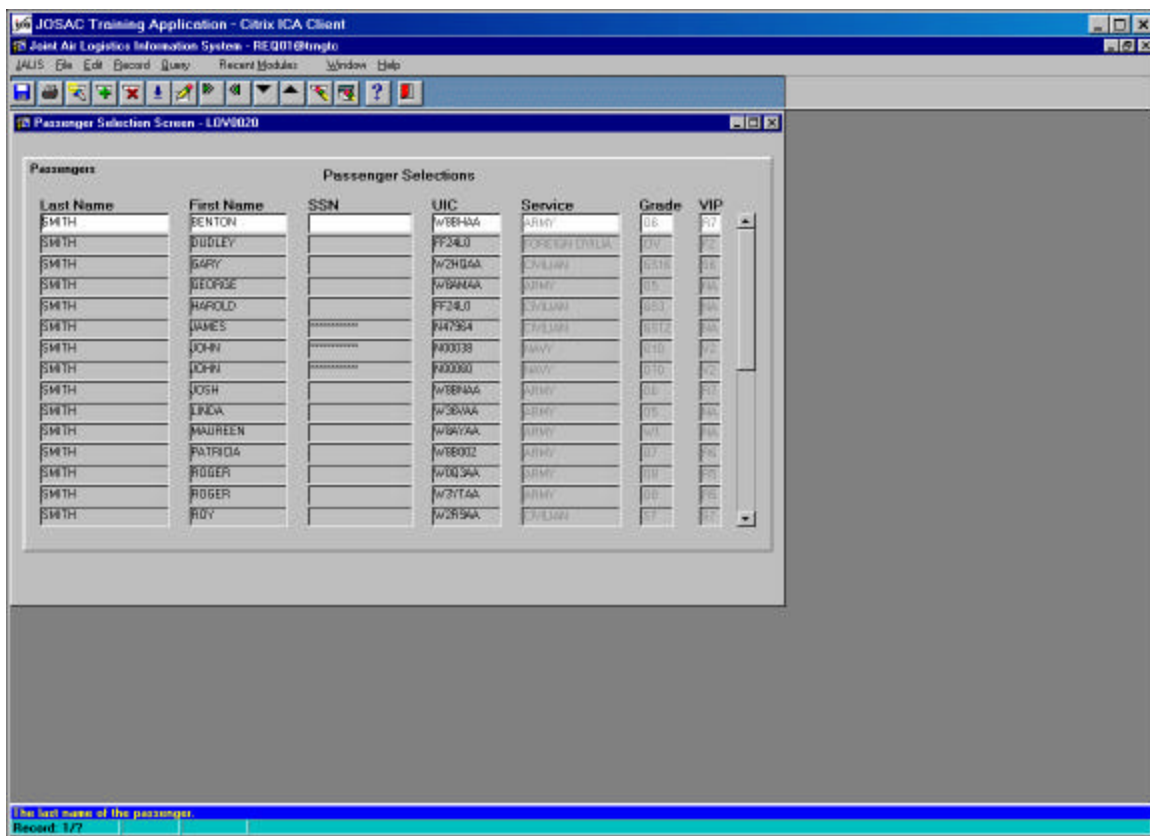


Figure 3-21. Passenger Selection Screen

PASSENGER MANIFEST			
Step	Activity	Anticipated Result	Comment
3 of 12	Click on the Smith you need, and then Click on the Save icon.	Information is highlighted. Passengers Manifest screen (Fig. 3-20) redisplay with that passenger listed.	You may also <~> and Press <Enter> or Double Click to select an item from the list.
4 of 12	Press <Tab> (4 times).	Cursor moves to the Travel Purpose field.	
5 of 12	Click on the List icon on the Toolbar.	Valid values for Purpose of Travel displays.	You may also Press <F9>.
6 of 12	Click on Admin, Training , then Click on the OK button.	Information is highlighted, and AT displays in the Travel Purpose field.	You may also Press <Enter>.
7 of 12	Press <Tab>.	Cursor moves to Travel Reason field.	
8 of 12	Click on the List icon on the Toolbar.	Valid values for Reason of Travel displays.	You may also Press <F9>.
9 of 12	Click on Required Use, Business Only , then Click on the OK button.	Information is highlighted, and 2 displays in the Travel Reason field.	
10 of 12	Click on the Save icon.	Saves the data. Message line displays: "Transaction complete: 2 records applied and saved".	
11 of 12	Click on the next line in the Last Name field.	Cursor moves to the next record.	You may also Click on the Next Record icon.
12 of 12	Repeat steps 2-11 to select the remaining passengers you need to manifest.	Passengers manifested.	
Note. While not absolutely necessary, it is advisable to save the request after adding (or deleting) each passenger. On occasion, JALIS will hang up if you work with several passengers at once.			

E. Addressee Block. This block allows you to add action or information addressees to the Flight Advisory Message. Remember, you cannot free-type a PLAD. You can only accept it from the list of values in the database. You would use this block to select an address for someone who would not receive the Flight Advisory Message based on the addressees generated by the UICs or ICAOs of the request. Since August 2000, AUTODIN messages are not being sent, so this module has little use at this time.

F. Addressee Office Codes Block. This code is used to indicate the particular office for the addressee in the previous block. Remember, you cannot free-type an Addressee Office Code. You can only select it from the list of values in the database. Since August 2000, AUTODIN messages are not being sent, so this module has little use at this time.

NAVIGATE TO REMARKS			
Step	Activity	Anticipated Result	Comment
1 of 1	Click on the Remarks tab (Remarks navigation button on the small screen).	Input Airlift Request (Remarks) screen (Fig. 3-22) displays.	

JASAC Training Application - Citrix ICA Client
 Joint Air Logistics Information System - REQ01@Hinglo - Input Airlift Requests - REQ2010

Input Airlift Request

Locked for update by: REQ01
 DTG(Z) 10 0800 01 2006 UIC 013000 UIC Name USONCLANT
 Req Pending ☐

Departure ICAO KNGU ICAO 7485
 Earliest(Z) 10 1100 01 2006 L 10 0800 01 2006
 Desired(Z) 10 1300 01 2006 L 10 0800 01 2006

Arrival ICAO 7485 ICAO 7485
 Desired(Z) 10 1600 01 2006 L 10 1000 01 2006
 Latest(Z) 10 2000 01 2006 L 10 1400 01 2006

PUJC 04FW Pax 3 Highest VIP N2 Cargo 5 Cubic Feet 1 TCN
 Classification Code UNCLASSIFIED

Coordinators Names and Phone Numbers
 Request MIKE DAY D779 2222 NO 7791111 MIKE DAY@FDM.NIL
 Departure MIKE DAY D779 2222 NO 7791111 MIKE DAY@FDM.NIL
 Arrival JOHN STARLINS D647 3333 NO 647 4444 JOHN.STARLINS@NAVY.NIL

Verification
 Created By REQ01
 Modified By REQ01
 Validated By REQ01
 Verified By REQ01

States UNSATISFIED Code Project REQ01 Input Source Cost \$516.46 Req Id 588

Remarks

Usage	System Generated	Created/Modified By	DTG(L)
<input type="checkbox"/>	<input type="checkbox"/>	REQ01	16 1219 02 2003

Remark Text

THE COMPELLING OPERATIONAL CONSIDERATIONS ARE
 ## THE COMMERCIAL AIR SCHEDULE WAS CHECKED AND FOUND UNACCEPTABLE
 IN THIS 24 HOUR WINDOW BECAUSE
 ## THE COMMERCIAL AIR COST TO THIS DESTINATION IS

The remark is used by (S)checking, (N)essaging (Both) or (G)enerated by the system.
 Record 1/1

Figure 3-22. Input Airlift Request (Remarks) Screen

G. Remarks. This is where you enter remarks about your request. Items to enter include the purpose of the travel, Priority 2 compelling considerations, reason commercial travel is unacceptable, commercial costs, and any other pertinent information. Because the comprehensive schedule on the JALIS Web Page automatically hides passenger information from the Manifest section of the request, but not from the Remarks section, you should not enter any information that would identify the travelers (e.g., passenger's name, position, or rank.) Any information you enter in the Remarks may well wind up on the internet. If there have been modifications to your request, system generated remarks appear in these blocks.

H. Template. If the request is Priority 2, the Remarks screen will display with a template for some of the required remarks already in place. These remarks are required for all non-required use Priority 2 requests. If the request is required-use Priority 2, you can delete the portion of the remarks that are not necessary. The template will automatically post in the Remarks block once you save the request. The template does not display if the request is Priority 1 or 3. To complete the remarks you click at the end of each remark in the template and complete the sentence.

ENTER REMARKS WITH TEMPLATE			
Step	Activity	Anticipated Result	Comment
1 of 8	Click in the Remark Text block at the end of the first statement.	Cursor is positioned at the end of the first statement.	
2 of 8	Type “traveler is directed by secdef to use osa.”	Text displays.	If this were a non-required use Priority 2 request, you would enter the impact on the Service.
Note. What you do next depends on whether your Priority 2 request is required use or non-required use. If it is non-required use, continue with the next steps. If it is required use, skip to Step 6. This request is a required use Priority 2 request. The next few steps are here to show you how to handle a non-required use Priority 2 request.			
3 of 8	Click at the end of the second statement, and Type “the admiral has a late speaking engagement the night before and commercial air will not get him there in time.”	Text displays.	
4 of 8	Click at the end of the third statement, and Type “\$300 each/\$900 total.”	Text displays.	
5 of 8	Click on the Save icon.	The remarks are saved.	
Note. If the request is a required use Priority 2, continue with Step 6.			
6 of 8	Click in the Remark Text field and highlight all the text you wish to delete.	Text is highlighted.	
7 of 8	Press the <Delete> key.	Text is deleted.	Ensure you also delete any blank lines in the text, including one at the bottom.
8 of 8	Click on the Save icon.	The remarks are saved.	

I. Complete the Remarks. The template that displays automatically with all Priority 2 requests does not provide for all the remarks you might need to enter into the request. For one, it does not provide a space for the required Purpose of Travel statement, nor does it provide for any additional remarks that you might need to add. The Purpose of Travel statement is supposed to be the first remark. You can simply insert the cursor in front of the first line, press Enter, and type your next remark there, remembering to begin the line with ##. Add any additional remarks at the end. The

second option is to enter a completely new remark. The next set of keystrokes will show you how to add the remarks as a new remark because that is the way you will have to enter your remarks for Priority 1 or Priority 3 requests.

ENTER REMARKS WITHOUT TEMPLATE			
Step	Activity	Anticipated Result	Comment
1 of 5	With the cursor in the first blank Usage field of the Remarks block, Click on the List icon on the toolbar.	Valid values for Usage screen (Fig. 3-23) displays.	You may also Press <F9>.

The screenshot displays the 'JOSAC Training Application - Citrix ICA Client' window. A 'Valid values for Usage' dialog box is open, showing a table with columns: Value, Meaning, and Abbreviation. The table contains three rows: 'B' for 'Both', 'N' for 'Networking', and 'S' for 'Scheduling'. The main window shows the 'Input Airlift Request' form. The 'Remarks' tab is selected, showing a table with columns: Usage, System Generated, Created/Modified By, and DTG(L). The 'Usage' column has a dropdown menu with 'B' selected. The 'System Generated' column has 'NO' selected. The 'Created/Modified By' column has 'REQ01' selected. The 'DTG(L)' column has '16 1249 02 2003' selected. The 'Remarks Text' area is empty. The 'Status' field is 'UNSATISFIED'. The 'Req Pending' checkbox is unchecked. The 'Modification' section shows 'Cost' as '5' and 'DTS(L)' as '16 1249 02 2003'. The 'Authorized By' section shows 'Name' as 'ADM JOHN SMITH' and 'Title' as 'EMOR ATLANTIC FLT'. The 'Verification' section shows 'Created By', 'Modified By', 'Validated By', and 'Verified By' all as 'REQ01'. The 'Source' is '1', 'Cost' is '\$874.66', and 'Req Id' is '588'. The 'Passengers', 'Cargo', 'Addresses', 'Remarks', 'Regret', and 'Request Statuses' tabs are visible at the bottom.

Figure 3-23. Valid Values for Usage Screen

ENTER REMARKS WITHOUT TEMPLATE			
Step	Activity	Anticipated Result	Comment
2 of 5	Click on B Both . Click on the OK button.	B Both is highlighted. B displays in the Usage field.	You may also Press <Enter>.
3 of 5	Click in the Remark Text block.	Cursor moves to the Remark Text.	You may also Click on the Next Block icon.
4 of 5	Type “##. The purpose of travel is to conduct mission essential jalis training.”	Text displays (Fig. 3-24).	The two ##s cause the remark to show up in the Flight Advisory Message as a separate paragraph. Add any additional comments that are necessary to communicate the desires of the traveler to the scheduler.

JOSAC Training Application - Citrix ICA Client

Joint Air Logistics Information System - REQ01@hmglo - Input Airlift Request - REQ0100

Navigation: [Icons]

☒ Locked for update by REQ01

DTG(Z) [10 0900 01 2006] [Up] [Down] [Left] [Right] UIC [03000] UIC Name [USONCLANT] Req Pending ☐

Departure ICAO [KNGU] [NORFOLK NAS VA] Arrival ICAO [7485] [NEW ORLEANS NAS L]

Earliest(Z) [10 1100 01 2006] [Up] [Down] [Left] [Right] L [10 0900 01 2006] Desired(Z) [10 1300 01 2006] [Up] [Down] [Left] [Right] L [10 1000 01 2006]

Latest(Z) [10 2000 01 2006] [Up] [Down] [Left] [Right] L [10 1400 01 2006]

PUJC [24W] [Up] [Down] Pax [1] Highest VIP [N2] Cargo [5] Cubic Feet [1] TCN [1]

Coordinators Names and Phone Numbers: Request [MIKE DAY 0779 2222 NO 7791111] [MIKE DAY@NOFON.MIL] Departure [MIKE DAY 0779 2222 NO 7791111] [MIKE DAY@NOFON.MIL] Arrival [JOHN STARLING 0647 3333 NO 647 4444] [JOHN STARLING@NAVY.MIL]

Coordinators Email Addresses: [MIKE DAY@NOFON.MIL] [JOHN STARLING@NAVY.MIL]

Classification: Code [UNCLASSIFIED]

Verification: Created By [REQ01] Modified By [REQ01] Validated By [REQ01] Verified By [REQ01]

States [UNSATISFIED] Code [] Project [REQ01] [Up] [Down] Input Source [1] Cost [8874.66] Req Id [566]

Passengers | Cargo | Addresses | **Remarks** | Register | Request Statuses

Remarks

Usage	System	Generated	Created/Modified By	DTS(L)
B	NO	REQ01	16 1249 02 2003	
B	NO	REQ01	16 1251 02 2003	

Remark Text

THE PURPOSE OF TRAVEL IS TO CONDUCT MISSION ESSENTIAL JALIS TRAINING.

Use individual lines of the message

Record 1/1

Figure 3-24. Remarks Screen With Text

ENTER REMARKS WITHOUT TEMPLATE			
Step	Activity	Anticipated Result	Comment
5 of 5	Click on the Save icon.	Saves the data. Message line displays: "Transaction complete- - X records applied and saved".	
Note. If there is anything else you want the schedulers to know, put the information in the remarks. For example, if there are two possible onload locations at the same ICAO, you would use the remarks block to let the scheduler know where to pick up your passengers. In turn, they will notify the squadron of the pick up location. Table 3-2 contains some possible remarks that might be needed. Remember, your job is to communicate the desires of the traveler to the scheduler. When it comes to remarks, more is usually better than less.			

J. Regret Block or Regret/Passoff Block. Requesters and Validators get the Regret block and Schedulers get the Regret/Passoff block. This block is used to cancel a request (Validator), regret a request (Scheduler), or passoff a request to another scheduling agency (Scheduler). Completing this screen is not a part of putting the request in the system. You will come back later to cancel a request.

K. Request Statuses Block. The Request Statuses block is used to find the information about the mission on which a request is scheduled. The Requester/Validator will come to this block to look for details about a mission and any changes made to that mission so they can keep the traveler informed of the itinerary and times. You actually used this block in Lesson 2.

Transition. Now that you have completed your request, you might like to print it in an easily readable format.

L. Airlift Request Report. JALIS provides the capability to print the airlift request you just created. You can do that with the Airlift Request Report module.

AIRLIFT REQUEST REPORT			
Step	Activity	Anticipated Result	Comment
1 of 14	Click on the List icon adjacent to the Navigate window.	Navigate window pull-down menu (Fig. 3-25) displays.	You could also access this report from the Airlift Request Menu, but you will have to enter the DTG, Lift, and UIC.

JALIS Training Application - Citrix ICA Client

Joint Air Logistics Information System - REQ01@hmgto - Input Airlift Requests - REQ2010

Locked for update by REQ01

DTC(Z) 10 0900 01 2006 L 10 0900 01 2006 UIC 013000 UIC Name USNCLANT

Departure ICAO KNGU NORFOLK NAS VA **Arrival** ICAO 07485 NEW ORLEANS NAS L

Earliest(Z) 10 1100 01 2006 L 10 0900 01 2006 Desired(Z) 10 1600 01 2006 L 10 1000 01 2006 Latest(Z) 10 2000 01 2006 L 10 1400 01 2006

PUJC 242W Pax Highest VIP N2 Cargo 5 Cubic Feet TCN

Coordinators Names and Phone Numbers **Coordinators Email Addresses** **Classification**

Request MIKE DAY D779-2222 ND7791111 MIKE.DAY@NORFOLK.MIL Code UNCLASSIFIED

Departure MIKE DAY D779-2222 ND7791111 MIKE.DAY@NORFOLK.MIL

Arrival JOHN STARLING D647-3333 ND647-4444 JOHN.STARLING@NAVY.MIL

Modification Count 7 DTS(L) 16 1259 02 2003

Authorized By Name ADM JOHN SMITH Title FMOR ATLANTIC FLT

Verification Created By REQ01 Modified By REQ01 Validated By REQ01 Verified By REQ01

States **UNSATISFIED** Code Project FEQ01 Input Source 1 Cost 8874.66 Req Id 568

Passengers **Cargo** **Addresses** **Remarks** **Register** **Request Statuses**

Remarks

Usage	System	Generated	Created/Modified By	DTS(L)
1	NO		REQ01	16 1249 02 2003
2	NO		REQ01	16 1259 02 2003

Remark Text

FOR THE PURPOSE OF TRAVEL IS TO CONDUCT MISSION ESSENTIAL JALIS TRAINING.

The individual lines of the message

Record 1/1

Figure 3-25. Navigate Window Pull-down Menu

AIRLIFT REQUEST REPORT			
Step	Activity	Anticipated Result	Comment
2 of 14	Click on the Airlift Request Report option.	Airlift Request Report screen (Fig. 3-26) displays.	

Figure 3-26. Airlift Request Report Screen

AIRLIFT REQUEST REPORT			
Step	Activity	Anticipated Result	Comment
3 of 14	Click on the Run Report button.	Airlift Request Report header page (Fig. 3-27) displays.	A header page similar to this one appears as the first page of all reports in JALIS.

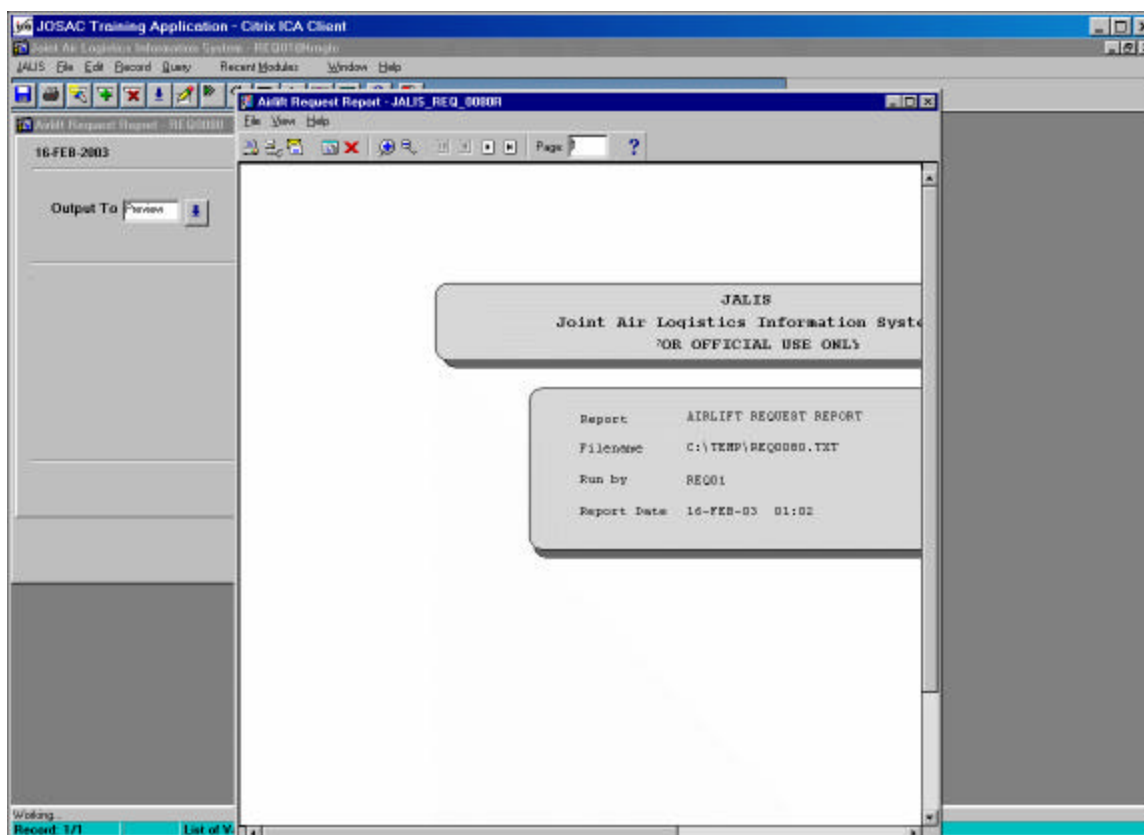


Figure 3-27. Airlift Request Report Header Page

AIRLIFT REQUEST REPORT			
Step	Activity	Anticipated Result	Comment
4 of 14	Click on the Next Page icon.	Formatted Airlift Request Report (Fig. 3-28) displays.	

16-FEB-2003

Output To:

**FOR OFFICIAL USE ONLY
AIRLIFT REQUEST REPORT**

REQUEST

DTG(Z) : 02 0000 01 2006 Lift : A UIC : DJ2000 UIC Name : USCINCLANT
 ICAO : KNGU NORFOLK NAS VA Earliest(Z) : 10 1100 01 2006
 ICAO : KNOB NEW ORLEANS NAS LA Desired(Z) : 10 1600 01 2006
 PUIC : 24PW Passengers : 3 Cargo : 5 Cubic Feet : 1
 Request : MIKE DAY D779-2222 ND7791111 DTS(L) : 10 1259 02 2006
 Departure : MIKE DAY D779-2222 ND7791111 Name : ADM JOHN SMITH
 Arrival : JOHN STABLING D647-3333 ND647-4444 Title : CHDR ATLANTIC
 Type : F Mods : 7 Code : U OADR : NO
 Status : Unsatisfied Project : SEQ01

PASSENGERS

SSH	Last Name	First Name	MI	UIC	Rank	Service
999999999	HILLER	SCOTT		DJ2000	OS5	CIVILIAN
000000000	SMITH	JONES	M	H00060	010	NAVY
999999999	WEST	LAURA		DJ2000	GS13	CIVILIAN

CARGO

Cargo Code	Cargo Description	ICH	Large
A	MAIL		YES

REMARKS

Usage: S System Generated NO Created/Modified By: SEQ01 DTS(L)

##. THE COMPELLING OPERATIONAL CONSIDERATIONS ARE TRAVELER IS DIRECTED BY SENIOR TO USE OSA.

REMARKS

Working
Record 1/1 List of M

Figure 3-28. Formatted Airlift Request Report

AIRLIFT REQUEST REPORT			
Step	Activity	Anticipated Result	Comment
5 of 14	Click on the Last Page icon.	Display moves to the last page of the report and the page number displays next to Page:.	You now know how many pages are in the report and which ones to print.
6 of 14	Click on the Print icon.	Print screen displays with your assigned network printer identified.	You can adjust the number of copies as well as which pages to print.
7 of 14	Click on the Pages radio button in the Print range box.	Cursor moves to the from field.	The first and last pages of all the reports are header and trailer pages. You can save paper by not printing those two pages.
8 of 14	Type "2".	2 posts in the from field.	
9 of 14	Press <Tab>.	Cursor moves to the to field.	

AIRLIFT REQUEST REPORT			
Step	Activity	Anticipated Result	Comment
10 of 14	Type "3".	3 posts in the to field.	No matter what the length of the report, you would use the page before the last page here.
11 of 14	Click on the OK button.	Report prints.	
12 of 14	Click on the Close Previewer icon.	Airlift Request Report screen with data (Fig. 3-26) redisplays.	
13 of 14	Click on the Exit icon.	Input Airlift Request (Remarks) screen (Fig. 3-22) redisplays.	
14 of 14	Click on the Exit icon.	Joint Air Logistics Information System Welcome screen redisplays.	

Transition. Your request is now in the system where it will be evaluated by the schedulers at JOSAC for possible support. However, requirements sometimes change.

Requirement. The Admiral has changed his mind. He now desires to depart NLT 1500Z with a desired arrival time of 1800Z. Modify the request to reflect the new Desired and Earliest Departure times and the new Desired and Required Arrival times. Keep the same two hour window on the departure end and the same four hour window on the arrival end. He simply wants to go two hours later than originally planned.

M. Request Query. You must first retrieve the request so you can make the required modifications. You have two options as to how to retrieve the request.

1. **Query.** You can execute a query based on some bit of information about the request. If you query on the DTG, Lift, and UIC, you will retrieve only one request. If you query on anything else, you will probably retrieve multiple requests with that, or those, data elements in common. You will then have to arrow through the request to find the one you want.
2. **Bookmark.** If you bookmarked the request when you created it, as you did in this lesson, you can retrieve your request quickly and easily by selecting the bookmark. If the bookmark was created in an earlier JALIS session, you will first have to load your bookmarks.

RETRIEVE THE REQUEST			
Step	Activity	Anticipated Result	Comment
1 of 8	Click on the JALIS menu option.	JALIS pull-down menu (Fig. 3-3) redisplays.	You may also Press <Alt + J>.
2 of 8	Click on the Airlift Request Menu option.	Airlift Request Menu cascading menu (Fig. 3-4) redisplays.	You may also Press <R>.

RETRIEVE THE REQUEST			
Step	Activity	Anticipated Result	Comment
3 of 8	Click on Input Airlift Request.	Input Airlift Request screen (Fig. 3-14) redisplay.	You may also Press <I>.
4 of 8	Right Click in the DTG(Z) field.	Right Click menu displays.	You can click in almost any of the fields to get the menu.
5 of 8	Click on Bookmark.	Bookmarks cascading menu displays.	
6 of 8	Click on Load Bookmarks.	Menus close.	
7 of 8	Right Click in the DTG(Z) field.	Right Click menu displays with the DTC, Lift, and UIC of the bookmarked request(s) at the bottom.	You can click in almost any of the fields to get the menu.
8 of 8	Click on the DTC, Lift, and UIC of the bookmarked request you desire to retrieve.	Bookmarked request displays in the input mode.	You can retrieve a bookmarked request from either the Query or the Input mode.

N. **Check Status of the Request.** Now that you have the request in front of you, the first thing you must do at this point is check the status of the request. The Status field is on left side of the screen. What you do next is determined by your Service requirements. Use Table 3-10 below as a guide to who does what and where.

Table 3-10. Request Modification/Cancellation Matrix

REQUEST MODIFICATION/CANCELLATION MATRIX				
Service	Status	Action	Who Modifies	Which System
Army	Scheduled/Partial	Call JOSAC	OSAA	JOSAC
Army	Unsatisfied	Call OSAA	OSAA	JOSAC
Navy	Scheduled/Partial	Call NALO	Remote Requester	NALO
Navy	Unsatisfied	Call NALO	Remote Requester	NALO
Marine Corps	Scheduled/Partial	Call JOSAC	Validator	JOSAC
Marine Corps	Unsatisfied	Modify Request	Validator	JOSAC
Air Force	Scheduled/Partial	Call JOSAC	Validator	JOSAC
Air Force	Unsatisfied	Modify Request	Validator	JOSAC
Joint Command	Scheduled/Partial	Call JOSAC	Validator	JOSAC
Joint Command	Unsatisfied	Modify Request	Validator	JOSAC

Note. If the status of the request is Scheduled or Partial, someone, depending on your Service, must call the JOSAC schedulers and tell them you need to modify the request. You have to do this because the request has already been put on a mission and the scheduler will have to remove it. If you simply modify the request without first coordinating, it may cause problems with the mission in JALIS. If the status is Regretted, you do not need to do anything because JOSAC has already determined they cannot support the request, unless your modification is significant enough that it might now be supported. You should discuss that with JOSAC before initiating any changes. If the status is Unsatisfied, the request can be modified.

Note. If the request cannot be found in the JOSAC system, Army and Navy users should check in the OSAA and NALO systems, respectively. The request may not yet have been passed to JOSAC. In that case, Army users should call OSAA and Navy users can modify the request in the NALO system using the procedures below.

O. Modify the Request. To modify the request in JALIS, follow the steps below. They will work the same, whether you are in the JOSAC, OSAA, or NALO system.

MODIFY THE REQUEST			
Step	Activity	Anticipated Result	Comment
1 of 6	Click in the Lock for update checkbox.	Screen shows who has the request locked and the editable fields turn white.	
2 of 6	Click in the Departure Earliest(Z) field. Type “xx 1300 01 2007”.	Cursor moves to the Departure Earliest field. Xx 1300 01 2007 displays in the Departure Earliest(Z) field.	You may also select the date from the List icon calendar.
3 of 6	Click in the Departure Desired(Z) field. Type “xx 1500 01 2007”.	Cursor moves to the Departure Desired(Z) field. xx 1500 01 2007 displays in the Departure Desired(Z) field.	You may also select the date from the List icon calendar.
4 of 6	Click in the Arrival Desired(Z) field. Type “xx 1800 01 2007”.	Cursor moves to the Arrival Desired(Z) field. xx 1800 01 2007 displays in the Arrival Desired(Z) field.	You may also select the date from the List icon calendar.
5 of 6	Click in the Arrival Latest(Z) field. Type “xx 2200 01 2007”.	Cursor moves to the Arrival Latest(Z) field. xx 2200 01 2007 displays in the Arrival Latest(Z) field.	You may also select the date from the List icon calendar.
6 of 6	Click on the Save icon.	Saves the changes. Message line displays: “Transaction complete -- 1 records applied and saved”.	Modification counter increases by 1.

Note. Click the Remarks navigation button to navigate to the Remarks block to see the system generated remarks for the changes just made. JALIS records who changed what and when it was done. You cannot delete these system generated remarks.

Transition. Since you normally want to bring the people back home after the completion of their mission, you will also need to submit a request for the return trip. JALIS provides an easy method to create this new request.

P. Duplicate Request. The Duplicate function will allow you to create a new request with most of the information (pax, cargo, and remarks) from the original request already in it.

1. You will need to change one of the three key data elements (DTG, Lift, or UIC) since no two requests can have the same three data elements. It is best to change the Lift to the next sequential letter because it makes it easier for the schedulers to identify it as a return or continuation trip. You will also have to adjust the departure and arrival points and times, as well as the coordinators. Remarks will also likely need to be changed. The PUJC may also change.

Requirement. The Admiral has decided to stay in New Orleans for one month. Build a request to bring the three passengers home one month from the date they originally arrived. Use sequential lift codes provided by the instructor. Admiral Smith would like to depart at 1500Z, but NET 1300Z. His desired arrival time is 1800Z, but he is willing to arrive NLT 2100Z. You will not bring the five pounds of NORM Mail back home.

Transition. To use the Duplicate Record function, you need to be on the request you wish to duplicate. There is no Duplicate icon so you must go to the Record menu.

DUPLICATE A REQUEST			
Step	Activity	Anticipated Result	Comment
1 of 28	Click on the Record menu bar option.	Record pull-down menu displays.	You may also Press <Alt + R>.
2 of 28	Click on the Duplicate menu option.	Input Airlift Request - Duplicate Record Mode Activated banner (Fig. 3-29) displays.	You may also Press <U>.

JOSAC Training Application - Citrix ICA Client

Joint Air Logistics Information System - REQ010 (single) - Input Airlift Request - REQ2010

JALIS File Edit Record Query Recent Modules Window Help

Input Airlift Request Duplicate Record Mode Activated

☐ Lock for update

DTG(Z) 060000Z0006 Lift ☐ UIC 013000 UIC Name USNDQANT Req Pending ☐

Departure ICAO KNGU NORFOLK NAS VA Arrival ICAO 07485 NEW ORLEANS NAS L

Earliest(Z) L 10 0900 01 2006 Desired(Z) L 10 1000 01 2006

Desired(Z) L 10 0900 01 2006 Latest(Z) L 10 1400 01 2006

PUJC 0400 Pax 3 Highest VIP N2 Cargo 5 Cubic Feet TCN

Coordinators Names and Phone Numbers Coordinators Email Addresses

Request MIKE DAY D779-2222 ND7791111 MIKE.DAY@NFORN.MIL

Departure MIKE DAY D779-2222 ND7791111 MIKE.DAY@NFORN.MIL

Arrival JOHN STARLING D647-3333 ND647-4444 JOHN.STARLING@NAVY.MIL

Classification Code UNCLASSIFIED

Verification Created By Modified By Validated By Verified By

Authorized By Name ADM JOHN SMITH Title FMOR ATLANTIC FLT

States UNSATISFIED Code Project FE001 Input Source Cost 8874.66 Req Id

Passengers Cargo Addresses Remarks Request Request Statuses

Monitors

Last Name	First Name	UIC	Grade	Service	VIP	SSN	Travel Purpose	Travel Reason

CHART CHARTER

TRANSFER MULTIPROCE

The data task group originally assigned to the request.

Record: 2/2 List of Values

Figure 3-29. Input Airlift Request - Duplicate Record Mode Activated

DUPLICATE A REQUEST			
Step	Activity	Anticipated Result	Comment
3 of 28	Click in the Lift field, and Type {lift code} .	The lift code should be changed to the next letter in the alphabet.	
4 of 28	Press <Tab> (twice) to the Departure ICAO field, and Type "knbg" .	The departure point is identified for the duplicated request.	
5 of 28	Press <Tab>.	Pop-up displays stating "The Departure and Arrival ICAOs are the same."	This is a reminder. You know the ICAOs are the same at this point in the process.

DUPLICATE A REQUEST			
Step	Activity	Anticipated Result	Comment
6 of 28	Click on the Continue button.	KNBG displays in the ICAO field, name of the Airfield displays, and the cursor moves to the Departure Earliest(Z) time field.	
7 of 28	In the Departure Earliest(Z) field, Type “xx 1300 02 2007” . Press <Tab>.	xx 1300 02 2007 displays in the Departure Earliest(Z) field, local time displays in the next field, and the cursor moves to Departure Desired(Z) field.	
8 of 28	In the Departure Desired(Z) field, Type “xx 1500 02 2007” . Press <Tab>.	xx 1500 02 2007 displays in the Departure Desired(Z) field, local time displays in the next field, and the cursor moves to Arrival ICAO field.	
9 of 28	In the Arrival ICAO field, Type “kngu” . Press <Tab>.	KNGU displays in the ICAO field, name of the Airfield displays, and the cursor moves to Arrival Desired(Z) field.	
10 of 28	In the Arrival Desired(Z) field, Type “xx 1800 02 2007” . Press <Tab>.	xx 1800 02 2007 displays in the Arrival Desired(Z) field, local time displays in the next field, and the cursor moves to Arrival Latest(Z) field.	
11 of 28	In the Arrival Latest(Z) field, Type “xx 2100 02 2007” . Press <Tab>.	xx 2100 02 2007 displays in the Arrival Latest(Z) field, the local time displays in the next field, and the cursor moves to PUJC field.	
12 of 28	Type “26pw” .	26PW displays in the PUJC field.	
Note. JOSAC evaluates each airlift request on its own merits. This one remains a Priority 2 because it includes a required-use passenger. The urgency would change to routine for the return leg in this case.			

DUPLICATE A REQUEST			
Step	Activity	Anticipated Result	Comment
13 of 28	Click on the Save icon.	Pop-up (Fig. 3-16) redisplay with "Note: This is a PRI 2 TRAVEL request. Please complete the Remarks section."	
Note. You must save the new request at this point. JALIS will not allow you to make any changes beyond this point in the Duplicate mode. Once you save the request, you are no longer in the Duplicate mode, but are on the new duplicated request.			
14 of 28	Click on OK .	Saves the data. Message line displays: "Transaction complete - 1 records applied and saved". Duplicate Record Mode disappears.	You may get additional pop-ups indicating your passengers are also on other requests during the same time period. Outside the classroom this might be an issue that you would want to check out. Click OK to close them.

2. You are going to leave the five pounds of cargo behind so you must remove it from the request. However, JALIS is somewhat particular about how you do that. You must change the five in the Cargo field to a zero (also delete the Cubic Ft) and you must delete the cargo from the Cargo Manifests screen. The order in which you do this is not particularly important, but you cannot save the changes until you have corrected both blocks.

DUPLICATE A REQUEST			
Step	Activity	Anticipated Result	Comment
15 of 28	Click in the Cargo field.	Cursor moves to the Cargo field.	
16 of 28	Type "0" .	0 posts in the Cargo field.	You may have to highlight the 5 or delete it.
17 of 28	Press <Tab> .	Cursor moves to the Cubic Feet field.	
18 of 28	Press the <Delete> key.	Cubic Feet number is deleted.	

DUPLICATE A REQUEST			
Step	Activity	Anticipated Result	Comment
19 of 28	Click on the Cargo tab. Click on the Cargo Manifests navigation button on the small screen.	Input Airlift Request (Cargo Manifests) block (Fig. 3-18) redispays. Cursor is in the Cargo Code field.	The Cargo block displays at the bottom of the large Input Airlift Request screen, or the Cargo Manifests screen displays if you are using the small Input Airlift Request screen.
20 of 28	Click on the Delete Record icon.	Cargo data disappears.	Repeat for each piece of cargo to be deleted.
21 of 28	Click on the Save icon.	Saves the data. Message line displays: "Transaction complete - 2 records applied and saved."	

3. You just deleted the cargo from the request. Sometimes you may need to delete from or add passengers to the duplicated request. You have more options as to how you delete or add the passengers since you do not normally remove all the passengers. You can either change the number on the Request or the Manifest first. The key point to remember is the number of passengers on the Manifest can never exceed the number of passengers on the Request screen at any point in the process. Normally it is safer to delete passengers from the manifest first or add passengers to the request first.

4. The request is now duplicated and all passenger manifests and remarks, other than system-generated remarks, have been automatically added to the new request. The cargo manifest was also duplicated, but you just changed it. The last thing you need to do is modify the remarks to reflect remarks pertinent to this request. Navigate to the Remarks screen and make the required changes.

DUPLICATE A REQUEST			
Step	Activity	Anticipated Result	Comment
22 of 28	Press <Tab> (three times).	Cursor moves to Coordinators Departure field. Change the information as necessary.	You may also click in the field.
23 of 28	Press <Tab> (twice).	Cursor moves to Coordinators Arrival field. Change the information as necessary.	You may also click in the field.
24 of 28	Click on the Save icon.	Saves the data. Message line displays: "Transaction complete - X records applied and saved."	

DUPLICATE A REQUEST			
Step	Activity	Anticipated Result	Comment
25 of 28	Click on the Remarks tab or navigation button.	Input Airlift Request (Remarks) screen (Fig. 3-22) redisplay.	
26 of 28	Ensure the remark with your initial remarks is selected in the Remarks block.	Usage code should be B.	
27 of 28	Click in the Remark Text block and make the necessary revisions to the text.	Text changes.	Changes would include a new purpose of travel and perhaps a comment that this is the return leg of another request.
28 of 28	Click on Save .	Saves the data. Message line displays: "Transaction complete- - X records applied and saved." System Generated, Created/Modified By, and DTS fields fill in.	

Transition. You have just examined how to add passengers to the JALIS database, enter an airlift request into JALIS, manifest cargo and passengers on the request, query an airlift request and modify it, and duplicate the request. Since you have completed all the work required to enter the airlift request, you can now exit the Input Airlift Request module.

EXIT THE INPUT AIRLIFT REQUEST			
Step	Activity	Anticipated Result	Comment
1 of 1	Click on the Exit icon.	Joint Air Logistics Information System Welcome screen (Fig. 3-3) redisplay.	You may also Press <Ctrl + q>.

Transition. Now that you are familiar with the Input Airlift Request module, it is time to do an airlift request on your own. Complete the following Practical Exercise.

Requirement. As a Service validator for your organization, you receive a request to move ten people from Whidbey Island NAS WA (KNUW) to New Orleans NAS LA (KNBG) ten days from today's date to attend a formal graduation ceremony. Your PUJC is 35AB. Your senior traveler requests a NET departure of 0600L and a NLT arrival at New Orleans of 1800L. You have confirmed it as a valid request. The UIC is N43138. CAPT Henry Jones, Jr., CO/PERSUPPDET WHIDBEY has authorized this request. The cost of a commercial ticket from Seattle-Tacoma International Airport (IAP) to New Orleans IAP is \$500. For this exercise you will be the senior traveler. Assign your request project code to this request. You will also portray the requester and departure coordinator and your supervisor is the arrival coordinator. Use today's date, any time you wish, as the request DTG. Whidbey Island has both C-12s and C-9s stationed there so you are likely, but not guaranteed, to get one of those aircraft.

PRACTICAL EXERCISE - OBJECTIVE 3-4		
Step	Problem	Solution
3.4.1	From the information in the requirement above, use the Input Airlift Request module to request support for your travel.	

Transition. You have now completed the Input Airlift Request entry process. However, sometimes you get a call to cancel a request that has already been entered in JALIS. Now you will learn how to cancel an airlift request.

Objective Summary. If you have done the preliminary steps of figuring out the times and ensuring your passengers are in the database, this phase is really mechanical. You basically transfer the information from the DD Form 2768 to JALIS. Use the remarks section to explain anything in your request that is not crystal clear.

OBJECTIVE 3-5. Given instruction, an operating JALIS system, and a completed request, cancel the request in JALIS.

VII. Cancel an Airlift Request. Canceling a request in JALIS is just as important, if not more important, as entering a request. It is an extreme waste of taxpayer dollars, and frustrating for the aircrews, if a plane is sent somewhere to pick up passengers who have known for a week they were not going anywhere. The communication process between the validator, the requester, the traveler, and JOSAC must be working so that all parties know the requirement is no longer valid. You, as the Requester/Validator, bear the ultimate responsibility for ensuring this communication takes place. You must ensure the person who submitted the request fully understands his or her responsibility to let you know immediately if the requirement to travel no longer exists. Unless the request is canceled in JALIS, the JOSAC schedulers have no way of knowing the request is no longer valid.

A. Cancel an Airlift Request in JALIS. No menu item is marked as Cancel Airlift Request. There is a Cancel Flight Advisory and Generate Message under the Messaging Menu for a JOSAC Scheduler to cancel a mission and regret a request for those requests that have already been scheduled. The Navigate window will take you to the Regret Airlift Request screen. Be careful when selecting the Regret Airlift Requests option, as there is another option called Passoff Airlift Requests. These two screens are identical except for wording on the screens and what they do. There is also a Regret tab on the large Input Airlift Request screen. Either of these paths will allow you to cancel the request.

B. Check the Status of the Request. The first thing you must do at this point is check the status of the request. What you do next is determined by your Service requirements. As you did earlier when you modified the request, use Table 3-10 as a guide to who does what and where.

Note. If the status of the request is Scheduled or Partial, someone, depending on your Service, must call the JOSAC schedulers and tell them you need to cancel the request. You have to do this because the request has already been put on a mission and the scheduler will have to remove it. If you simply cancel the request without first coordinating, it may cause problems with the mission. If the status is Regretted, you do not need to do anything because JOSAC has already determined they cannot support the request. If the status is Unsatisfied, the request can be canceled.

Note. If the request cannot be found in the JOSAC system, Army and Navy users should check in the OSAA and NALO systems, respectively. The request may not yet have been passed to JOSAC. In that case, Army users should call OSAA and Navy users can cancel the request in the NALO system.

Requirement. As the validator, you get a call from the requester that the 10 passengers from Whidbey Island NAS to New Orleans NAS no longer need support due to mission cancellation. You must cancel the request in the system so no assets will be wasted in an attempt to support the no longer existing requirement.

CANCEL AIRLIFT REQUEST			
Step	Activity	Anticipated Result	Comment
Note. You should be in the Input Airlift Request module on the request you just created in the practical exercise. If you are not on that request, using your knowledge of JALIS, locate your request.			
1 of 9	Click on the Regret tab.	Regret block (Fig. 3-30) displays.	You may also Click on the List icon adjacent to the Navigate window and select Regret Airlift Requests. The two paths will take you to different windows, but you can cancel the request from either one.

The screenshot shows the 'Input Airlift Request' window in the JALIS application. The 'Regret' tab is selected, displaying a table with columns: Pax, Cargo, Action, Code, Description, Created/Modified By, and DTS(L). The table is currently empty. Below the table, there is a 'Message Sent' indicator. The top of the window shows various input fields for request details, including DTG, UIC, UIC Name, Departure/Arrival locations, and dates. The bottom status bar indicates 'The number of passengers that were regretted: Record: 1/1'.

Figure 3-30. Regret Airlift Request Screen

CANCEL AIRLIFT REQUEST			
Step	Activity	Anticipated Result	Comment
Note. If there is more than one Lift listed in the Request Lifts block, the lift for your request should be highlighted. Make sure it is the right one. If not, you must select your request lift.			
2 of 9	If not already checked, Click in the Lock for update by checkbox.	Checkmark displays.	
3 of 9	Click in the Pax field in the Regret block.	Pax field is highlighted.	
4 of 9	Type “10” . Press <Tab>.	10 displays in the Pax field, and the cursor moves to the Cargo field.	10 is the number of passengers on the request.
5 of 9	Type “0” . Press <Tab>.	0 displays in the Cargo field, and the cursor moves to the Code field.	0 is the weight of the cargo on the request.
6 of 9	Click on the List icon on the toolbar.	Regret Types screen (Fig. 3-31) displays.	You may also Press <F9>.

JOSAC Training Application - Citrix ICA Client

Input Airlift Request

Regret Types

Find: []

Regret Code	Regret Type	Description
B	C	UNNECESSARY REQUEST
T	C	DNK OF REQUEST BY REG
Z	C	INSUFFICIENT LEAD TIME

Find [] OK Cancel

Departure
ICAO: [KNJW]
Earliest(Z): [24 1400 02 2003]
Desired(Z): [24 1600 02 2003]

Arrival
ICAO: []
Earliest(Z): []
Desired(Z): []

Request
Request: [NIKE DAY D779 444]
Departure: [NIKE DAY D779 444]
Arrival: [JOHN STARLING D.]

States **UNSATISFIED**

Regret

Pax	Cargo	Action	Code	Description	Created/Modified By	DTS(L)
10	0	Reset				

Message Sent

Changes in list: 4
Record: 1/1

Figure 3-31. Regret Types Screen

CANCEL AIRLIFT REQUEST			
Step	Activity	Anticipated Result	Comment
7 of 9	< > to T CNX OF REQUEST BY REQUESTER . Click on the OK button.	T CNX OF REQUEST BY REQUESTER is highlighted. Description field fills in with the information.	
8 of 9	Click on the Save icon.	“Do you wish to create a message” pop-up displays. Created/Modified By and DTS Fields fill in.	You did not send a message to begin with so you cannot send one now.
Note. You will only get this pop-up if you have scheduler permissions.			
9 of 9	Click on the NO button.	Pop-up is acknowledged. “Transaction complete: 1 records applied and saved.” Input Airlift Request screen (Fig. 3-32) displays with status of Canceled.	
Note. Depending on the regret code you choose, the status of the request will be either Canceled or Regretted. Validators cancel requests, schedulers regret them.			
Note. If you did not send a message to start with, you will not send one to cancel.			

JCSAC Training Application - Citrix ICA Client

Joint Air Logistics Information System - REQ01@hmgto - Input Airlift Request - REQ2010

Navigation

☒ Locked for update by REQ01

DTG(Z) [14 0900 02 2003] L [14 0900 02 2003] UIC [N43136] UIC Name [PERSUPPET WHIDBE] Req Pending ☐

Departure ICAO [KNJW] WHIDBEY ISLAND NA Arrival ICAO [K745] NEW ORLEANS NAS L

Earliest(Z) [14 1400 02 2003] L [14 0900 02 2003] Desired(Z) [14 2300 02 2003] L [14 1600 02 2003]

Desired(Z) [14 1600 02 2003] L [14 0900 02 2003] Latest(Z) [15 0000 02 2003] L [14 1600 02 2003]

PUJC [25AE] Pax [10] Highest VIP [N6] Cargo [0] Cubic Feet [] TCN []

Coordinators Names and Phone Numbers Coordinators Email Addresses Classification

Request [NKE DAY D779 4444 ND779 5555] [JOHN@NASW.NAVY.MIL] Code [UNCLASSIFIED]

Departure [NKE DAY D779 4444 ND779 5555] [JOHN@NASW.NAVY.MIL]

Arrival [JOHN STARLING D255 6996 ND255 7777] [STARLING@WALD.NOLANAVY.MIL]

Verification Created By [REQ01] Modified By [REQ01] Validated By [REQ01] Verified By [REQ01]

Authorized By Name [] Title []

States [CANCELED] Code [] Project [REQ01] Input Source [1] Cost [] \$0.00 Req Id [589]

Passengers Cargo Addresses Remarks Regret Request Statuses

Pax	Cargo	Action	Code	Description	Created/Modified By	DTS(L)
10	0	Cancel	1	END OF REQUEST BY R	REQ01	16 1301 02 2003

Message Sent

Show Regret Log Generate Message

A code assigned to a specific request or scheduler - list of values available

Record 1/1

Figure 3-32. Input Airlift Request (Canceled Status)

Transition. It is now time to complete another Practical Exercise. This request has two pieces of cargo to manifest. There is also something new about the times on the request. This one includes a hard time, meaning you cannot provide a window on one end of the itinerary. This can happen if you have sufficient justification for it. However, to prevent people from gaming the system, DoD does require that if you have a hard time on your request, you must provide at least a two hour window on the other end. Do not forget to do the preliminary steps before you jump into the request.

Requirement. As a Service validator for your organization, UIC N47525, you receive a request to move one person and 300 pounds of electronic spare parts (Cargo Code F4) from Andrews AFB MD (KADW) to MacDill AFB FL (KMCF) on (dates provided by instructor) Jan 2007. Each of the two identical cargo pieces measures 36x24x24. Your PUJC is 24RZ. Your traveler needs to arrive at MacDill AFB precisely at 1200L EST to pass off the parts to a courier. The parts are needed to get a critical piece of equipment back in operation. Commercial air does not meet the requirement for constant control of the cargo. One way commercial airfare from Washington DC to Tampa is \$400 for the passenger and cargo. You have confirmed it as a valid request. For this exercise you will be the traveler, the request coordinator, and the departure coordinator. Your supervisor is the arrival coordinator. The authorizing individual is Lt Gen Sam Walton, Central Intelligence Agency (CIA) Liaison. Assign your request project code to the request.

PRACTICAL EXERCISE - OBJECTIVE 3-5		
Step	Problem	Solution
3.5.1	From the information in the requirement above, use the Input Airlift Request module to request support for your travel.	

Transition. Now you can execute a query based on your request project code to retrieve all the requests you have done in this lesson. Retrieve the requests and scroll through them to review what you have learned so far.

PRACTICAL EXERCISE - OBJECTIVE 3-5		
Step	Problem	Solution
3.5.2	Execute a query based on your request project code to retrieve all the requests you have done in this lesson. Retrieve the requests and scroll through them to review what you have learned in this lesson.	

Note. You should have one request from KNGU to KNBG that you built from scratch. You should have one from KNBG to KNGU that you duplicated from the first one. You should have one from KNUW to KNBG that you built from scratch and then cancelled. You should also have one from KADW to KMCF with cargo on it that you built from scratch.

Objective Summary. Just as important as entering the request into JALIS is canceling the request if the transportation is no longer needed. It is your responsibility as the validator to make sure your customers understand their responsibility in this respect. Canceling the request is easy, the hard part is getting the traveler to tell you the transportation is no longer needed.

Transition. You now know how to input a valid airlift request by an authorized Service validator. Recall that you must cancel an airlift request if the requirement goes away. That is the mechanics; now you will review each Service's validation policies and procedures.

OBJECTIVE 3-6. Given each Service's OSA validation policies and procedures, recognize the actions necessary to validate an OSA airlift request to the JOSAC.



Validation Of OSA Airlift Requests



- **Regulatory Guidance**
- **Accuracy And Completeness**
- **Changes To Airlift Requests**
- **Commercial Travel/Cost Effectiveness**
- **Service Validator Structure**

Joint Deployment Training Center

Slide 3-6. Validation of OSA Airlift Requests

Note. JOSAC will only accept OSA requests that are properly validated/verified by the owning Service and entered into JALIS.

VIII. Validation of OSA Airlift Requests. Service validators receive OSA mission requests either directly from requesters or from unit authorizing officials of subordinate or tenant units. The validator is responsible for assigning the correct PUJC code based upon the information provided by the requester and/or unit authorizing official. Matching the requests to OSA assets for scheduling is based upon the assigned PUJC. It is the responsibility of the validator to ensure that all travel requirements are understood and communicated to JOSAC. Each request will be individually evaluated by JOSAC based upon its own merit and circumstances. The PUJC is the tool the validator uses to justify OSA travel. The act of assigning a PUJC code to a request amounts to a validation of that individual airlift request. The validator will only refuse a request that is not deemed official business or not signed by proper authority. The validator will not cancel OSA airlift requests for any reasons other than at the request of the requester, higher authority, or original requirements changed. The validator will notify JOSAC, OSAA, or NALO (see Table 3-10) when a scheduled OSA request needs to be cancelled or modified. This mandatory notification is critical to ensure optimum scheduling of OSA assets. Validators will retain records of all OSA requests in accordance with DoD and Service regulations (two years). The DD Form 2768 provides the required audit trail.

IX. Service Validation Responsibilities. In practice, the various Service validators will accomplish the actions necessary to approve and input an airlift request into JALIS. These requests should be communicated to the Service validators via the paper copy Military Air Passenger/Cargo Request Form.

A. Validation Regulatory Guidance. Service validation policies and procedures are derived from regulatory guidance contained in the following documents.

1. DoD Directive 4500.43, Operational Support Airlift, 28 October 1996.
2. DoD Regulation 4515.13-R, Air Transportation Eligibility.
3. DoD Directive 4500.9, Transportation and Traffic Management, 26 January 1989.
4. Office of Management and Budget Circular A-126, Improving the Management and Use of Government Aircraft, 22 May 1992.

5. DoD Directive 4500.56, DoD Policy on the Use of Government Aircraft and Air Travel, 2 March 1997.

B. Accuracy and Completeness of Data. The validator ensures the OSA request provides accurate and complete data and that the widest possible range of acceptable departure and arrival times is given. The larger the acceptable window, the better the chances the request will be supported.

C. Changes to Requests. The Service validator has ultimate authority/responsibility to ensure the OSA request submitted to JOSAC accurately reflects the requester's requirements for support. This includes original data, and any changes made to that data. While last minute changes in requirements are sometimes unavoidable, request modifications may dictate changes in status of OSA support, type aircraft selection, or time of departure. In every case, it is the authorized Service validator who either inputs the changes in JALIS or coordinates the changes with JOSAC or the appropriate Service agency. However, changes to any request on a scheduled mission must first be coordinated with the JOSAC before a validator makes any changes.

D. Who is Required to be Manifested in JALIS? DoD directives mandate that you manifest all DV7s (O-6 and GS-15) and above. JOSAC policy states that you will list the DV passengers with the most senior DV listed first to prevent confusion with protocol. In the absence of any DVs, the Senior Passenger must be identified on the request. All other known passengers should be manifested to support the DoD's intent to move in that direction. This is not a requirement at this point unless your Service dictates otherwise.

E. Commercial Travel and Cost Effectiveness Determination (Priority 3 and some Priority 2). By definition, Priority 1 and required-use Priority 2 requests do not have a cost effectiveness requirement for OSA mission support. Non-required use Priority 2 requests must confirm commercial transportation cannot meet the requester's travel requirements. This will require requesters to check the flight schedule/availability and state the reasons it is not acceptable. JOSAC maintains visibility of all valid requests, regardless of priority. They use the commercial cost of Priority 3 and non-required use Priority 2 requests to determine cost effectiveness after they have consolidated requests. Since the validators are required to supply these costs to JOSAC, most validators will require the requesters to provide the costs in their requests. Since JOSAC, not the validators, has total visibility of the requests in the system, JOSAC is in the best position to make cost effectiveness determinations. Therefore, Service validators should submit all legitimate requests, even if they are not cost effective by themselves. JOSAC can often combine two or more of the requests to make a cost effective mission. Let JOSAC make the call.

F. Service Validator Structure.

1. **Army.** The Army has over 400 validators authorized to assign PUJC codes to Military Air Passenger/Cargo Requests. Most major Army units at the brigade level and above have their own OSA validators. All Army validators are trained to understand the regulations and sensitivities of OSA travel. Army validators need their requests signed by an authorizing agent before they input the request into JALIS. The validators input their requests into the OSAA JALIS server, where they are verified by OSAA who performs Quality Assurance on the request. Using the Validate/Verify Airlift Request module and the Passed Off Airlift Request modules, they transfer the requests to JOSAC. JOSAC Schedulers will regret any Army request that does not have Verified filled in properly.

2. **Marine Corps.** The Marine Corps assigns validators to HQ Marine Corps, one major east coast location, one major west coast location, and Marine Corps Reserve Headquarters. Marine Corps validators are also the verifiers for their requests. Marine Corps validators input their requests directly into the JOSAC JALIS servers.

3. **Navy.** The Navy has elected to centrally validate all OSA requests. The single point for OSA validation is the NALO, New Orleans. All Navy requests for OSA support fleet-wide flow to NALO, either by paper or electronic means, or by being input into the NALO JALIS

server. NALO examines each request, validates and verifies those that are eligible for OSA support, and forwards the validated/verified requests to JOSAC in JALIS. NALO is the authorizing agent for the airlift request.

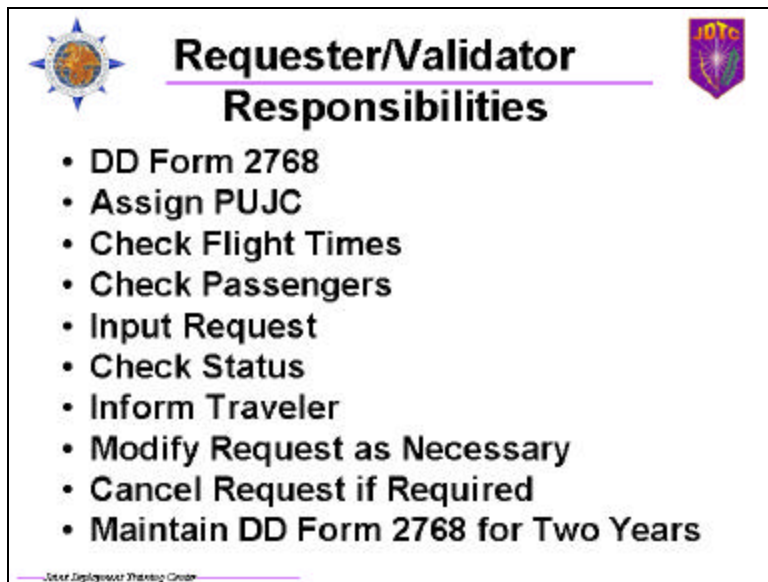
4. **Air Force.** The Air Force has approximately 35 validation offices. Air Force MAJCOMs and Separate Operating Agencies usually have their own OSA validator who acts as the single point of contact for validating and arranging OSA. The Air Force has also made its validators its verifiers. Air Force validators input their requests directly into the JOSAC JALIS servers.

5. **Joint Commands.** Most Joint Commands have their own validators who validate airlift requests for people assigned to their commands, regardless of Service. Joint Command validators are also their own verifiers. Joint Command validators input their requests directly into the JOSAC JALIS servers.

Objective Summary. The exact process will vary by Service, but as the person entering the request into JALIS, you must ensure the accuracy of the information and that you have the proper signatures. Additionally, you assign the PUJC code to the request.

Transition. Now that you know the different structures the Services have set up, take a few minutes to review the basic functions and responsibilities of the requester/validator.

OBJECTIVE 3-7. Given instruction, review the functions and responsibilities of the requester/validator.



The slide is titled "Requester/Validator Responsibilities" in a large, bold, black font, centered at the top. To the left of the title is a circular logo with a globe and a star. To the right is a purple shield-shaped logo with the letters "JOTC" in white. Below the title is a bulleted list of responsibilities. At the bottom left, there is a small line of text: "Joint Deployment Training Center".

- DD Form 2768
- Assign PUJC
- Check Flight Times
- Check Passengers
- Input Request
- Check Status
- Inform Traveler
- Modify Request as Necessary
- Cancel Request if Required
- Maintain DD Form 2768 for Two Years

Slide 3-7. Requester/Validator Responsibilities

X. Requester/Validator Responsibilities. You, as the Service requester/validator, have continuing responsibilities throughout the whole process. Your job does not end when you enter the request into JALIS. Table 3-11 should help you understand what you need to be doing throughout the process.

Table 3-11. Requester/Validator Responsibilities

REQUESTER/VALIDATOR RESPONSIBILITIES		
Phase	Function	Comments
Entering the request	Receive or complete the DD Form 2768 Military Air Passenger/Cargo Request.	Depends on where your customers are located and the local setup. Ensure you understand exactly what your customer is requesting. Inform the requester of his/her responsibility to let you know as soon as something about the request changes, e.g., requirement to travel goes away.
	Determine PUJC.	Guidance is available in tables in this lesson, on the JALIS web page, in the JOSAC OSA User Guide, and on your Service's web pages.
	Preliminary steps before putting the request into JALIS (required only if you are not familiar with the leg times or passengers for this request).	Check to make sure the times are reasonable (Proposed Flight Itinerary). Check to make sure the passengers that need to be manifested are in the database (Passenger Maintenance).
	Input the request (Input Airlift Request).	Use the Remarks to explain anything that is out of the ordinary. Print the Airlift Request Report, if desired.
	File DD Form 2768 and Airlift Request Report if printed.	Keep the form on file for two years from date of request, even if the request is later cancelled or regretted.
During the scheduling window (14-10 days prior to travel for 9 pax or more; 7-4 days prior to travel for 8 pax or fewer) and up until day of travel	Retrieve the request (query or bookmark) and check the status.	If scheduled or regretted, inform the requester/traveler.
	Continue to check for changes up until the day of travel and inform requester/traveler of any changes.	Print and fax or e-mail the Flight Advisory to requester/traveler, if desired.
From time request is entered into JALIS up until day of travel	Make modifications as necessary.	Check the status of the request before making any changes to it and call JOSAC, NALO, or OSAA, as appropriate. Make modifications to the request as required based on desires of requester. Cancel the request, if required.

Transition. You have seen all the major tasks you are likely to encounter in inputting and modifying your requests. Now you will have the opportunity to put it all together in a comprehensive exercise in which you, as a requester, will receive information for a request, retrieve a DD Form 2768, and fill it out. Then you will switch hats and become the validator, in which role you will enter the required requests into JALIS. Complete the following comprehensive exercise to re-enforce most of what you have learned in this lesson.

Requirement. You are the Executive Officer for the J3 at USTRANSCOM, MGen Kenneth Jones. Your boss tells you he needs to travel from Scott AFB IL to Offutt AFB NE to brief the United States Strategic Command (USSTRATCOM) staff on Project Zebra, a new process that will have a serious impact on a unit's ability to deploy its forces if not correctly implemented. He must arrive at Offutt NLT 0915L. He will then fly to Peterson AFB CO where he will brief the United States Northern Command (USNORTHCOM) staff on the same project. He must arrive there by 1300L that same afternoon. The party will require a minimum of three hours on the ground at Offutt and Peterson AFBs. He will be able to depart for Scott AFB after 1600L.

Two O-6s from his staff will accompany him on the trip. They are COL Jerry Brown, USA, and the second one to be provided by the instructor. COL Brown will not return to Scott AFB with the General, but will depart sometime after 1100L the next day.

The party is carrying three boxes of other general cargo with them. One box will be dropped off at Offutt AFB and another will be left at Peterson AFB. The box for Offutt measures 12X24X24 inches and weighs 150 pounds. The box for Peterson measures 18X24X36 inches and weighs 100 pounds. The third box, which contains the General's briefing materials and will return to Scott AFB with the General, measures 12X12X12 inches and weighs 10 pounds.

Since there will be a significant amount of travel involved in this project over a period of time, the General would like to be able to have JOSAC run a report to capture the movements for this project when it is over. You will use the existing request project code corresponding to your student userid, e.g., REQ01, to facilitate the reporting.


LTG John Starr, USA, USTRANSCOM/TCDC, has authorized this travel. The General has given you most of what you need. Having done this before, you call the local travel office and learn that the commercial airfare from St. Louis to Omaha is \$200 each; from Omaha to Colorado Springs is \$400 each; and from Colorado Springs to St. Louis is \$300 each. Now you can download a DD Form 2768 and complete it. You will input the requests using the DTG, lift, travel dates, and passenger information provided by the instructor.

Note. This may seem like a lot of information to process all at once. The information is provided for you to perform a number of tasks that need to be done. If you break it down into several smaller tasks you will be able to handle it easier.


LESSON 3 - END OF LESSON PRACTICAL EXERCISE		
Step	Problem	Solution
TLO 3.1	Download and print a copy of the DD Form 2768, Military Air Passenger/Cargo Request.	
TLO 3.2	Compute the flying times for the legs.	
TLO 3.3	Complete the DD Form 2768 based on the information provided in the Lesson, the handout, and your calculated flying times. You can put unique items for the additional legs in the Remarks/Additional Comments section.	
TLO 3.4	Confirm all the passengers are in the database.	
TLO 3.5	Input the first request.	
TLO 3.6	Duplicate the first request and make appropriate changes for the remainder of the requests. You should have a total of four requests.	
TLO 3.7	Print the Airlift Request Reports for your four requests. (Do not print the header and trailer pages.)	

Transition. After you finish the Practical Exercise you can exit JALIS.

EXIT JALIS			
Step	Activity	Anticipated Result	Comment
1 of 1	Click on the Exit icon until you exit JALIS.	Windows Desktop redisplay.	The number of times you have to Click the Exit icon depends on where you were on the Practical Exercise. You should get the Report Previewer icon after you Click Exit on the Joint Air Logistics Information System Welcome Screen. Close it.



We have covered...



- DD Form 2768, Military Air Passenger/Cargo Request Form
- Entering An Airlift Request in JALIS
- Airlift Request Validation Procedures

Joint Deployment Training Center

Slide 3-8. We have covered...

Lesson Summary. In the past few hours, you have studied the processes required to enter passenger and cargo lift requests into JALIS. You saw that there is more to it than meets the eye. For instance, if you enter cargo on an airlift request, you cannot save the request unless the cargo manifest (details) is entered. In addition, canceling a request is the same as regretting a request, except for the code. Also, each Service has its own validation process; from the Army's many validators (with a separate verification at OSAA) to the Navy's single point of validation at NALO. Some are also the authorizing agents and some are not, depending on your Service.

Remotivation. Entering accurate and timely airlift requests is essential if the OSA mission of timely, effective, efficient, and flexible service to the customer is to be successful. As a requester/validator you must do it correctly the first time or spend hours changing and reentering data.

Closure. You have now completed the requester/validator portion of the course. For those who will continue with the scheduler portion, this class should have provided insight to the data with which you will be working when matching the requests to missions.